



9/5/09

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# Office Orders

(From 15-1-1341 to 17-12-1345 Fasli)

**Finance Department**

**H.E.H. the Nizam's Government**

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# **Office Orders**

**(From 15-1-1341 to 17-12-1345 Fasli)**

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**H.E.H. the Nizam's Government**





## OFFICE ORDERS 1341 F.

### 1.

15-1-1341 F.

Orders already exist that notes exchanged between two Seghas should be with the knowledge of the Gazetted Officers in charge of the Sections. All Seghas should kindly note this for future observance.

(Intd.) V. M. D.

15-1-41.

### 2.

*Dated 11th Dai 1341 F.*

All Seghas should note that they should put up for H. F. M.'s orders, draft reminders to Guzarishes and Arzdashts wherein the orders of Government have not been received within three months after the date of their submission.

(Intd.) V. M. D.

11-2-41 F.

### 3.

*Dated 22nd Dai 1341 F.*

1. The following arrangements are made only as a stop-gap subject to reconsideration, and they will not establish any preferential claims for any of the clerks or candidates in future.

2. Mr. Narsimma Chari 1st grade clerk of the Mines Branch has applied for six months leave. Mr. Venkat Bhava Rao will officiate in his place from the date Mr. Taqial Khan reports to duty on return from training.

On the two second grade Deputation vacancies of Messrs. Ghiasuddin Shustri and Pritamlal, Messrs. Tajamul Hussain and Syed Yusufuddin will continue as S.P.T. in the Mines and Accounts Seghas respectively.

4. Mr. Qutubuddin of the Fouj Branch will officiate vice Mr. Venkat Bhava Rao.

5. Mr. Turab Ali of the Railway Branch will continue as officiating in the 2nd grade vacancy of the late Mr. Rahimutulla.

6. The 3rd grade permanent vacancies of (1) Mr. Kabir Khan (deceased) (2) Mr. Akbar Ali Khan (retired) will be filled by (1) Mr. Abdul Ali recognised umidwar and (2) Mr. Md. Ibrahim, School Final.

7. On the two 3rd grade deputation vacancies of (1) Mr. Yusufuddin continuing as S.P.T. 2nd grade (2) Mr. Abdur Rahim sent for training : (1) Messrs. Rashiduddin, B.A. and (2) Badruddin Hussain (Inter Arts) son of late Mr. Inayat Hussain will officiate.

8. There are two 3rd grade acting vacancies of Messrs. Qutubuddin and Turab Ali Mr. Mohd. Abdul Hai will act in place of Mr. Qutubuddin and Mr. Furlong will continue vice Mr. Turab Ali.

9. Mr. Srinivas Rao typist's vacancy will be filled by Mr. Parakh.

10. The temporary typists post vacated by Mr. Abdul Ali appointed to 3rd grade permanent vacancy (para. 6) will be given to Mr. Murlidher acting vice Mr. Hidayat Abbas on leave.

11. Mr. Md. Hussain will be given the acting vacancy of Mr. Hidayat Abbas hitherto held by Mr. Murlidher.

12. The postings will be as follows :—

| Name                                       | Appointed in place of   | Seghas to which posted     |
|--|---|----------------------------|
| Mr. Abdul Ali, Temporary special typist    | Mr. Akbar Ali Khan  | Com. and Industries Branch |
| Mr. Md. Abdul Hai, working in Atiat Branch | .. Mr. Qutubuddin   | .. do                      |
| Mr. Rashiduddin, B.A.                      | .. Abdur Rahim sent for training                                    | .. do                      |
| Mr. Badruddin Hassan                       | Mr. Yusufuddin  | .. Accounts Branch         |
| Mr. Mohd. Ibrahim                          | .. Mr. Kabir Khan   | .. do                      |
| Mr. Furlong                                | .. Mr. Turab Ali  | .. Library                 |
| Mr. Parekh                                 | .. Mr. Srinivas Rao   | .. Typing Branch           |
| Mr. Murlidher as special typist            | Commerce Industries Branch in place of Mr. Abdul Ali                |                            |
| Mr. Mohd. Hussain                          | vice Mr. Murlidher who was offg. for Mr. Hidayat Abbas to issue Br. |                            |

The above arrangements except that of Mr. V. Bhava Rao will take effect from the date of orders or from date of vacancy if it remained temporarily unfilled.

(Intd.) F. Y. J.  
22-2-41 F.

#### 4.

*Dated 30th Bahman 1341 F.*

The Hon'ble the Finance Member's desire is that till further orders the work would be disposed of as before and reports submitted to him in the usual manner. I shall be submitting to him only those files with reference to which I should have submitted a note had he been in London.

(Sd.) FAKIHR YAR JUNG.

#### 5.

*Dated 6th Isfandar 1341 F.*

All Seghas must observe the following instructions regarding remittance of cash or cheques.

1. Cash remittances should be made only through the Office Shroff who would submit the receipt. It will be the duty of the Seghas to see that receipt reaches them within 24 hours.

2. When cheques are sent to Imperial Bank of India for credit, the Segha sending the cheque, should watch the acknowledgment of the remittance.

3. Segha Majaria is also responsible to see that the letter together with the cheque enclosed has been duly acknowledged

4. As regards the despatch of letters Segha Majaria should observe the following procedure :—

- (a) The despatch books should all be serially numbered and then pages also should be numbered.
- (b) The Majaria Section should after receiving letters from the Seghas concerned enter in the Segha's Majaria, number of the despatch books with which the letters have been despatched with the usual initials of Majaria clerk.
- (c) Superintendent Majaria Segha should keep a note book with the following details :—

| Despatch Book No. | Name of Peon with whom sent | Date & time of sending | Time of return of peon | No. of letters enclosed for delivery | No. delivered | Remarks as regards undelivered letters |
|-------------------|-----------------------------|------------------------|------------------------|--------------------------------------|---------------|--|
|-------------------|-----------------------------|------------------------|------------------------|--------------------------------------|---------------|--|

- (d) The Superintendent Majaria Segha should every Saturday watch that the despatch books are not tampered with.

(Intd.) F. Y. J.

6-4-41 F.

## 6.

*6th Isfandar 1341 F.*

Attention of all Seghas is invited towards F.D. Circular No. 14 dated 14th Aban 1337 F. which requires the Pension Statement, to be first verified and a report as to the admissibility of the Pension amount obtained from the Accountant-General's Office. It has been noticed in some Seghas that the above rule was not strictly followed and the pensions have been issued without reference to the Accountant-General's Office.

Seghas should invariably see that no pensions are issued unless a certificate is received from the Accountant-General's Office.

(Intd.) F. Y. J.

6-4-1341 F.

## 7.

*Dated 20th Isfandar 1341 F.*

As kindly permitted by H.F.M. I am delegating certain powers of disposal of work to Mr. Datar. In view of the conditions of my health and in view of my impending departure on leave and further in view of the fact that I am being flooded with old cases. I prefer to concentrate attention only on really important work.

Usually all cases should go to Mr. Datar from all Seghas, except where the Gazetted Officer in charge considers from the importance of the matter that it must come to me. These cases he can send up to me direct to save time. Also those cases on which H.F.M. marks "F.S. or urgent" should come to me direct. The papers disposed of by Mr. Datar will be supposed to have been disposed of under the authority of F.S. In case of doubt or difficulty, of course, he will send the case on to me, or, what is preferable, bring up.

This office order will apply to the papers that the Seghas send up to me to-day.

(Sd.) FAKHR YAR JUNG.

18th Isfandar 1341 F.

8.

8th February 1932.

As at present advised I am leaving for Delhi *via* Bombay for the Federal Finance Committee on the evening of the 10th. All papers should be sent to me day to day to the following address :—

Postal :

*c/o* M. S. A. HYDARI, Esq., I.C.S.

5, York Road,

NEW DELHI.

Telegraphic :—

Care HYDARI AGRISEC,

NEW DELHI.

I shall inform if there is any change in my address. 8-2-32.

(Intd.) A. H.

My address in Bombay for 11th, 12th and 13th will be :—

NEPEAN HOUSE,

NEPEAN SEA ROAD, MALABAR HILL.

(Intd.) A. H.

6-5-41 F.

9.

Dated 24th -6-41 F.

It has come to my notice that some of the typed letters are wrongly addressed to Officers and Departments other than the proper ones and these letters often require corrections to be made in ink and sometimes fairs are to be retyped.

In future, the Typist should initial all typed matters invariably and for mistakes the first responsibility will be on the Typist, and the second on the Clerk who compares.

(Intd.) V. M. D.

23-6-41 F.

نیم سرکاری صدر اعظم باب حکومت سرکار عالی

نشان (۱۲۸۸)

دورخہ ۳۰۔ اردی بہشت سنہ ۱۳۴۱ ف

حسب الحکم عالیجناب سرمہارا جہ بہادر صدر اعظم بالقابہ

خدمت شریف جناب جمیع معتمد صاحبان سرکار عالی

عالیجناب صدر اعظم بہادر ارشاد فرماتے ہیں کہ میرے علم میں چند ایسے اطلاعات لائے گئے ہیں جن سے ظاہر ہوتا ہے کہ -

(۱) - میرے نام سے ایک عہدہ دار کو کسی شخص نے اپنے تقرر کے لئے ٹیلیفون پر سفارتس کی -

(۲) - ایک سفارشی خط میری طرف سے ایک عہدہ دار کے پاس پہنچایا گیا جس میں میرے دستخط کا جعل کیا گیا تھا اور بعض ایسے خطوط کا بھی حوالہ دیا جاتا ہے جن کا لکھنا میرے علم میں نہیں ہے نیز بعض اہل معاملہ نے پیشی کے ملازمین سے ساز باز کر کے بعض درخواستوں کو حاصل کر لیا اور بطور خود بہ ترک توسط معتمدی باب حکومت دفاتر سرکاری پر پہنچایا - جن واقعات کا علم ہوا اُن کے غلطیوں کی نسبت ضروری تدارک کیا گیا - چنانچہ ایک ملزم عدالت سے مرزا یاب ہو چکا ہے اور دوسرے کی نسبت عدالت میں کارروائی جاری ہے لیکن ایسی غلطیوں کے انسداد کے لئے آگاہ کیا جاتا ہے کہ آئندہ میرا کوئی خط یا میری طرف سے کوئی مشرہ درخواست یا ٹیلیفون سے کوئی بات چیت پایا م جو کسی دفتر سرکاری کے امثلہ یا کسی اور عہدہ دار کی موسومہ ہو عام اس سے کہ وہ کسی سرکاری معاملہ سے متعلق یا کسی سرکاری معاملہ میں نج سفارش کی حیثیت میں ہو ہرگز قبول نہ کی جائے جب تک کہ دفتر باب حکومت سے مصدق طور پر کسی حکم یا

خط یا مراسلہ کی حسب عادت اجرائی عمل میں نہ آئے اگر آئندہ سے کسی دفتر معتمد سرکار نے یا کسی عہدہ دار نے دفتر باب حکومت کی غیر مجریہ درخواست یا خط پر عمل کیا یا اس کو اپنے دفتر میں یا اور طور پر وصول کیا تو ایسے عمل کی ذمہ داری وصول کنندہ عہدہ دار پر ہوگی۔ جب کبھی ایسی صورت پیش آئے تو اس کی اطلاع فوراً معتمد باب حکومت کو دینی چاہئے کہ وہ اس کی اطلاع مجھ کو کریں فقط  
شرح حد سنہ خط

مولوی (سید محمد مہدی) صاحب  
معتمد

F. S.

1. In view of the large number of Banking and Resource questions coming up to us in the Co-operative Credit Branch I think it will be desirable if that Branch is transferred to the English Branch under Mr. Taraporvalla.

8-4-32.

(Intd.) A. H.

1-7-41 F.

*Commerce and Industries Seghas.*

2. To take note and accordingly from to-day i.e., from henceforth the mousula may be transferred to English Branch.

3. English Branch also to take note.

4. The Original order will form a part of Accounts Segha file or the distribution of work to various seghas.

(Intd.) V. M. D.

5-7-41 F.

10

*Dated 20th Khurdad 1341 F.*

With effect from the 27th of Khurdad, the Nazim-i-Daftr-i-Diwani will deal with all Atiyat cases (cash grants) that come to the Finance Office, and his position with regard to these cases to the Secretariat and the Member will be the same as those of the Nazim-i-Atiyat in the Revenue Department.

Mr. Khurshid Ali will please submit to me proposals as to what help in the way of establishment from the Finance Office he requires to do this work.

I shall pass separate orders later on as to what work Mr. Syed Omer will be entrusted with in lieu of the relief he will obtain from this work.

(Intd.) A. H.

19-7-41 F.

*Dated 2nd Thir 1341 F.*

As at present advised I propose leaving today, Inshallah evening at 7 p m. for Bombay en route for Simla to attend the Consultative Committee meetings.

I hope to stay in Bombay upto about the 16th or the 17th of May. As from the 8th to the 20th of May are Moharrum holidays, I do not expect there will be much work, but papers that may be disposed of during the holidays may be sent to me to Bombay upto the 16th to the following address :—

NEPEAN HOUSE,  
NEPEAN ROAD, MALABAR HILL,  
*BOMBAY.*

My Telegraphic address in Bombay will be :—

*Care TYABTEE,*  
*BOMBAY.*

During stay in Simla all papers (both English and Urdu) should be sent to me regularly from day to day to the following address :—

*care M. S. A. HYDARI, ESQR., I.C.S.,*  
*“ CASTLE GROVE ”*  
*SIMLA.*

My Telegraphic address in Simla will be :—

*care HYDARI, EDLANDS, SIMLA.*  
*(Intd.) A. H.*  
*7-5-32.*



*Dated 2-8-41 F.*

In continuation of the Office Order No. 10 dated 20th Khurdad 1341 Fasli H.F.M. is pleased to order that the following Atiyat cases will be dealt with by the Nazim Daftar-i-Diwani and Mal. etc.,

1. Mansab succession.
2. Yomia succession.
3. Grant of capitalized value of Mansab.
4. Grant of lumpsum compensation of Mansab.
5. Grant of loan on the hypothecation of Mansab.
6. Grant of Pilgrimage leave to Mansabdars with six months' mahawar in advance.
7. Loans to Jagirdars.
8. Miscellaneous questions regarding restoration of resumed jagir etc.

2. The Atiyat Branch will deal with the following :—

1. Donations
2. Grant of non-hereditary Riyati Mahawars.
3. Land compensations.
4. Ecclesiastical Department.

3. Daftar-i-Diwani and Mal. etc., cases will be dealt with by the Accounts Branch dealing with Finance and A.Gs' Offices.

4. As regards the lumpsum commuted value of Mansabs which was hitherto charged as Service Expenditure, it is laid down that it should be a charge on the surpluses of the past years and not on the revenues of the current year, as the charge represents a reduction of service expenditure in future years. This will not affect the surpluses of any year and all that the Nazim Daftar-i-Diwani will have to do is to inform the Accounts Branch, every quarter, of the total amount that has been used up in commutation of mansabs saved.

With regard to Military Re-organisation Committees, Office must take note that the items on the Agenda must be noted upon and discussed in full as if they had come up in the regular way by Guzarish. The Committees are formed with the Finance Member on them with a view to expedite the procedure so that whatever is decided upon in a Committee where there is the Finance Member, it may not require again a reference to Finance unless the Finance Member is absent or unless he has specially asked that the case should come up to him in the regular course. If sufficient data have not been given beforehand or the time which has been allowed is too short for being considered by the Finance Department, the fact should be intimated immediately to the Department concerned so that they might note that the Finance Member will probably not be prepared to give his final opinion on the matter when it comes up.

The above should be circulated to all concerned as an Office Order and these instructions should be carried out with reference to the Agenda of the Military Reorganisation Committee which has been submitted to me with these papers.

(Intd.) A. H.

1-8-41 F.

## 13.

*Dated 1-9-41 F.*

I find that there is too much tendency of various departments asking us to issue amounts in anticipation of sanction. No such payments should, on any account, be made without my orders in those cases which require His Exalted Highness' sanction, unless the department and not the Finance Department, obtains atleast Hon'ble the President's sanction to anticipate His Exalted Highness' sanction.

(Intd.) A. H.

(Intd.) V.M. D.

## 14.

*Dated 6th Amardad 1341 F.*

1. The Majaria Section should not know the contents of any letter official or otherwise. The Section concerned should enclose their outward letters in envelopes and glue them and write the address and the Majaria number of the letter whether Official or D. O.

2. The Majaria Section should under no circumstances receive any open letters from the Seghas or otherwise and are responsible to report immediately any such open letters which may have been sent open from Seghas.

3. The Officials of Majaria Section would be dealt with severely if it is found to send out of office any letter official or otherwise open.

(Intd.) V. M. D.

3-9-41 F.

## 15.

*8th Amardad 1341 F.,*

1. (a) When files are submitted to H.F.M. with draft opinions of the Department Guzarishes the opinion on the Guzarishes should be recorded as finally passed by H.F.M.

حسب تجویز عالی جناب نواب صدر المہام بہادر فیض انش

(b) In such case F.D. opinion in the Arzdasht should be reproduced with preceding clause.

سررشدہ فیض انش کی رائے حسب ذیل ہے

2. (a) When cases are reported to H.F.M. the office should wait for the return of the reports after approval from H.F.M. the opinion on the Guzarish should in such cases be recorded.

حسب تجویز منظورہ عالی جناب نواب صدر المہام بہادر فیض انش

(b) In such cases the F.D. opinion to be reproduced in the Arzdasht should be preceded by the phrase

سررشتہ فیمناس کی رائے حسب ذیل ہے

3. (a) When the whole opinion has been dictated by H.F.M. it should generally be typed in the column for orders of Government and generally submitted to H.F.M. in fair for signature with Urdu translation below, which should be certified as "true translation" by the A.F.S. in-charge.

(b) The F.D. opinion in such cases should be quoted in the Arzdasht with a preceding clause.

صدر المہام بہادر فیمناس عرض رساں ہیں کہ

(Intd.) V. M. D.

8-9-11 F.

16.

*Dated 21 Amardad 1341 F.*

As at present advised I hope to leave this on Tuesday evening the 28th for Bombay to attend the Shahabad Cement Company and other meetings and hope to be back here by Saturday afternoon the 2nd July. All papers of Wednesday and Thursday might be sent by a peon to Bombay to meet me on Friday Morning.

My Telegraphic Address will be :—

care TAYABJEE,

BOMBAY.

(Intd.) A. H.

26-6-32.

آفس آرڈر

نمبر (۱۷)

مورخہ ۲۵ - امرداد سنہ ۱۳۴۱ ف

صیغہ عطیات کی پیش کردہ ایک کارروائی کے ضمن میں پیشگاہ صدارت  
عظمیٰ سے باجلاس کونسل منعقدہ ۲۶ - خورداد سنہ ۱۳۴۱ ف یہ تصفیہ فرمایا گیا  
ہے کہ -

”نادار درخواست گزاروں کی حد تک رسوم عدالت سے معافی کے متعلق اختیار صدر المہام بہادر فینانس کو عطا کیا جائے۔“ لہذا دفتر ہذا کی حد تک جو درخواستیں ایسے اشخاص کی جانب سے پیش ہوں جو بوجہ ناداری تکمیل اسٹامپ نہیں کر سکتے تو ایسی درخواستیں منظور ہی عالیجناب نواب صدر المہام بہادر فینانس بلا تکمیل اسٹامپ قابل قبول ہوں گے۔

پس آئندہ سے حسبہ عمل ہو فقط

شرح دستخط

وینکٹ راؤ داتار

منصرم معتمد فیڈانس

18.

*Dated 27th Amardad 1341 F.*

I find that in certain cases several months have elapsed to put up a Guzarish after H.F.M. has passed orders. This cannot be tolerated. Generally the maximum time that can be given for putting up a Guzarish after H.F.M. has passed orders is 3 days. In lengthy cases, the Gazetted Officers may obtain written permission from F.S. to put up the Guzarish within a week. Whenever the clerks concerned have taken more than a week to put up the Guzarish, the Segha should make an entry of such delays in a notebook in the following form :—

- (1) File No.
- (2) Date of Order.
- (3) Date on which Guzarish was put by Segha.
- (4) Names of clerks who delayed.

Explanation of the clerks concerned should be taken and orders on that recorded, and a copy of such explanation and orders thereon should be put in the personal file of the clerks concerned with a view to record the lack of despatch in work which the clerks have shown so that all such cases could be taken into consideration in giving the clerks concerned grade increment as well as promotion to higher grades.

(Intd.) V. M. D.

27-9-41 F.

12

19.

*Dated 31st Amardad 1341 F.*

F. S.

Kindly see that any letter about a lent officer or Residency communication is put up to me to see at once before it is taken up for disposal. I have given up looking at the inward letters, but this does not mean that I should remain ignorant of important communications till they are put up to me for disposal.

(Sd.) A. H.

6-7-32.

20.

*Dated 5-10-1341 F.*

In continuation of the office order No. 12 dated 2nd Thir 1341 Fasli the Hon'ble the Finance Member is pleased to order that the Land Compensation cases will hereafter be dealt with by the Mal Branch.

(Intd.) V.M. D.

7-10-41 F.

21.

*Dated 5th Sherewar 1341 F.*

The Hon'ble Finance Member has been pleased to order that all the Trained Officers Gazetted and Non-Gazetted who have failed or would fail to pass British India Lower and Higher S.A.S. Civil, Railway Commercial and Postal Exams. etc., according to the standard fixed by this Government will not be shown any concession for declaring them as having passed the Examination or a part of it. The concession so far shown to certain officers will in no way form a precedent for any other officer in future.

(Intd.) V. M. D.

7-10-1341 F.

22.

*Dated 15-11-41 F.*

I have discussed with the Financial Secretary the best arrangements that could be made for the work in the Finance Office and the inspection of the Accountant-General's Office, which has been held over for considerable time, and we both think that the best course will be for the work to be done as heretofore by Mr. Datar in the Finance Office, and for Nawab Fakhir Yar Jung kindly to concentrate himself till such time as he chooses on a thorough inspection and report of the Accountant-General's and allied offices including future arrangements for railway work and audit.

The Financial Secretary will organise his own party of inspection for which of course he will have to draw upon one or more sections of our office or the Audit Office.

(Intd.) A. H.

15-11-41 F.

## ACCOUNTS BRANCH.

File No. B. 41 of 39 F.

In a case in which a deficiency of one month and nine days for earning one grade increment was submitted to the Hon'ble the Finance Member for recommending to His Excellency the President, the Hon'ble the Finance Member, while agreeing was pleased to order :—

“ In future not more than ten days excess to be put up to me even for consideration and then only if work has been particularly good and conscientious.”

(Intd.) A. H.  
16-11-41 F.

## 23.

*Dated 23rd Meher 1341 F.*

In continuation of Office Order No. 12 dated the 2nd Thir 1341 Fash the Hon'ble the Finance Member is pleased to order that the following cases will be hereafter dealt with by the Atiyat and Fouj Branch of the Finance Office instead of the Nazim Saheb, Daftar-i-Diwani and Mal, etc:

1. Commutation of Mansab.
2. Loans to Mansabdars.
3. Pilgrimage leave to Mansabdars.
4. Loans to Jagirdars.
5. Grant of capitalized value of Mansab.
6. Miscellaneous questions regarding restoration of resumed Jagirs etc.

Only the succession cases of the cash Mansab and Yomia should be dealt with by the Nazim Sahab, Daftar-i-Diwani and Mal.

(Intd.) V. M. D.  
23-11-41 F.

## 24.

*Dated 5-12-41 F.*

In accordance with H.E.Hs' Firman of Yesterday I propose leaving this for Simla *via* Bombay on the evening of the 14th September and hope to return by the end of this month. I shall be taking the papers of the 14th with me and 15th and 16th are holidays. All the papers from 17th onwards should be sent to me to Simla.

HOTEL CECIL,  
SIMLA.

I shall inform by wire the day up to which papers should be sent to Simla after I reach there.

My Telegraphic address will be :—

CASTLEGROVE '

*SIMLA.*

(Intd.) A. HYDARI,

8-9-1932.

When files are sent the Segha concerned should kindly, say what for they are being sent flagging the necessary papers. This may be done in this case also.

(Intd.) F. Y. J.

13-12-4 F.

## OFFICE ORDERS 1342 F.

1.

Dated 20-1-42 F.

I hope to leave for Bombay tomorrow evening from Nampalli station en route for London.

The same procedure should be followed with regard to the disposal of papers and sending files to me in London as was done on the last occasion.

(Intd.) A. H.

25-10-1932.

بخدمت جمیع منتظم صاحبان صیغہ جات

بعد ملاحظہ جناب مددگار صاحبان صیغہ جات

حسب عملہ رآمد سابق عالی جناب سر صدر المہام بہادر کے پاس ولایت کو جہازی ڈاک اور ہوائی ڈاک کے ذریعہ کاغذات جایا کرینگے۔ لہذا صیغہ جات سے توقع کیجاتی ہے کہ معمولی جہازی ڈاک (Sea Mail) کے کاغذات چہار شنبہ تک اور ہوائی ڈاک (Air Mail) کے کاغذات پنجشنبہ تک صیغہ مجاریہ اور پیشی جہاں سے متعلق ہوں روانہ فرما دیں گے۔

ف ۲۔ جن امثلہ یار پوراؤں پر عالی جناب معتمد صاحب تجویز فرمادیں گے کہ میری ہفتہ واری مکتوب کے ساتھ اس کا اقتباس جائیگا۔ براہ کرم اسے اقتباس کے چارٹائپ شدہ نقول (Litho Paper) پر پیشی میں بروقت بھیجنے کا انتظام فرمایا جائے یعنی چہار شنبہ تک یا اچیاناً اگر اُس روز نہ بھیجا جاسکے تو پنجشنبہ کو آخر وقت تک قبل برخاست روانہ فرمائے جائیں مزید امور دریافت طلب بالمشافہ قسط

حسب الحکم

شرح دستخط۔ محمد محسن صاحب صدیقی

۱۳۴۲-۱-۲۷ ف



مراسلہ دفتر پیشی عالی جناب صدراعظم بہادر باب حکومت سرکار عالی

نشان مجاریہ (۱)

واقع ۲۹ - آذر ۱۳۴۲ ف

منجانب سید محمد مدی معتمد صدراعظم بہادر

خدمت شریف جناب معتمد صاحبان سرکار عالی

مقدمہ

استعمال لفظ ترقیم بعوض گزارش و نگارش

مشرعین معتمد مال نے دفاتر سرکاری کے باہین مراسلت سرکاری میں الفاظ نگارش و گزارش کے استعمال کی بعض اوقات بے سود بحث کو رفع کرنیکی جانب عالی جناب صدراعظم بہادر بالقابہم کی توجہ گرامی مبذول کرائی اس پر عالی جناب مدوح نے حسب ذیل تجویز فرمائی۔

دفتر باب حکومت سے ایک عام حکم جاری ہو کہ سرکاری مراسلت میں نگارش و گزارش کے استعمال سے مدارج و مراتب کی بخت اور مویشگافی پیدا ہوتی ہے جس سے سرکاری عمدہ داروں کا وقت ضائع ہوتا ہے لہذا حکم دیا جائے کہ آئندہ سے دفتری مراسلت میں نگارش اور گزارش کے الفاظ یک لخت ترک کر دئے جائیں۔ اور ان کے عوض صرف ایک لفظ ”ترقیم“ استعمال ہوا کرے عام اس سے کہ مراسلات کسی بھی درجہ کے دفتر یا عمدہ دار کی طرف سے ہو اور موسوم الیہ بھی خواہ کسی حیثیت اور مرتبہ کا ہو۔ اس امر کی پابندی اور نگرانی جملہ دفاتر سرکاری میں ملحوظ رکھی جائے۔

حکم بالا تعمیلاً مرسل ہے۔  
 ف ۲ - اس کی ایک کاپی بغرض اشاعت جریدہ معمولی خدمت مہتمم  
 صاحب دارالطبع سرکار عالی مرسل ہے فقط

شرح دستخط  
 سید محمد دہدی صاحب  
 معتمد

2.

I invite attention of all my worthy colleagues to the Office Order No. 6 of 9th Dai 1339 F. I hope all the Gazetted Officers will kindly see that instructions are carefully followed. If I am saved from unnecessary routine work I can give my time to more important matters. Attention is particularly invited to clauses (a) and (b).

(Sd.) FAKHR YAR JUNG,  
 3-2-42 F.

3.

5th Dai 1342 F.

Persons who have shifted to camps on account of Plague may be allowed to attend office at 11 a.m. with the knowledge and permission of the Branch Officers as long as Plague lasts.

(Intd.) V. M. D.  
 D. F. S.

4.

Dated 5th Dai 1342 F.

Attention of all the Gazetted Officers is invited to Office Order No. 30 dated 29th June 1930.

The list prepared should show at the beginning cases disposed of by the Assistant Secretary and should have a heading giving the necessary indication. Then should come the cases disposed of by the Financial Secretary : this should also have a separate heading.

(Intd.) F. Y. J.  
 5-2-42 F.

5.

Attention of all the Gazetted Officers is invited to Office Order No. 6 of 9th Dai 1339 Clause (d), and also to Office Order No. 20 of 1st Amerdad 1340 the last clause.

(Sd.) FAKHR YAR JUNG,  
 5-2-1342 F.

گشتی دفتر پیشی عالیجناب صدراعظم بہادر باب حکومت سرکار عالی  
نشان مجادیہ (۳)

واقع ۱۹-۱۰-۱۳۳۲ ف

حسب الحکم عالی جناب سر مہاراجہ صدراعظم بہادر باجلاس کونسل  
منجانب سید محمد مہدی معتمد صدراعظم بہادر  
خدمت شریف جمیع معتمد صاحبان سرکار عالی  
مقدمہ

استعمال لفظ گزارش و ترقیم بہ دفاتر سرکار عالی  
معزز باجلاس باب حکومت منعقدہ ۱۷-۱۰-۱۳۳۲ ف میں گشتی  
دقر ہذا نشان (۱) مورخہ ۲۹-۱۰-۱۳۳۲ ف پیش کرنے پر طے پایا کہ  
گشتی سے کونسل کو اتفاق ہے حسبہ جملہ دفاتر سرکاری میں عمل ہونا  
چاہیے لیکن معتمدی سرکار سے مراسلت میں دراصل سرکار عالی سے مخاطبت  
ہوتی ہے اس لئے معتمدین سرکار کی حد تک مراسلت میں ”گزارش“  
استعمال ہونا چاہیے جو قرین تصفیہ کونسل منعقدہ ۲۱-۱۰-۱۳۳۲ ف  
ہے جس کے احکام بذریعہ گشتی دقر ہذا نشان (۱) مورخہ ۱۹-۱۰-۱۳۳۳ ف جاری ہوئے ہیں۔

پس حسبہ عمل فرمایا جائے فقط

شرح دستخط  
سید محمد مہدی صاحب  
معتمد باب حکومت

گشتی دفتر پیشی عالی جناب نواب صدر اعظم بہادر باب حکومت  
سرکار عالی واقع حیدرآباد۔ دکن  
نشان (۱)

تاریخ ۱۹۔ بہمن ۱۳۳۳ ف  
نقل از دہل (۳/۵) کلیات سنہ ۱۳۳۳ ف

حسب الحکم عالی جناب نواب صدر اعظم بہادر باجلاس باب حکومت  
منجانب ..... معتمد صدر اعظم  
خدمت معتمد صاحبان سرکار عالی

### مقدمہ

استعمال لفظ گزارش در مراسلات موسومہ معتمدین سرکار  
بلیحاظ تحریک محکمہ معتمدی عدالت و کوآلی و امور عامہ باجلاس  
باب حکومت منعقدہ ۳۱۔ فروردی ۱۳۳۲ ف یہ قرار پایا ہے کہ ”چونکہ  
اُس خط و کتابت میں جو معتمدی سے کیجاتی ہے مخاطبت دراصل گورنمنٹ سے  
ہوتی ہے اسلئے حفظ مراتب محکمہ سرکار ضروری ہے یس مراسلت معتمدین  
سرکار میں لفظ گزارش کا استعمال حسب دستور سابق ہونا چاہیئے“ لہذا  
بہ تعمیل حکم باب حکومت۔ ”جملہ نظمہا، کے نام حسبہ احکام اجرا فرمائے جائیں۔  
مثنیٰ۔ ”نجد مد۔“ مہتمم صاحب دارالطبع سرکار عالی مرسل و نگارش ہے کہ  
یہ حکم جریدہ اعلامیہ سرکار عالی میں شائع فرما دیا جائے فقط

شرح دستخط

معتمد

*Copy of Cablegram dated 30th November 1932 from the Hon'ble the Finance Member, London to the Financial Secretary, Hyderabad-Deccan.*

Hope Inshallah leave London twenty-seventh December sail from Genoa twenty-ninth by Steamer Victoria kindly send Air and Sea Mail letters to reach London twenty sixth and to Genoa and port Said care Cooks stop Please consult Post Office safe dates posting stop Inform Political also.

HYDARI,  
26-2-42 F.

6.

*Dated 21st Bahman 1342 F.*

1. There are the following vacancies to be filled up :—

*First Grade.*

- |                      |  |
|----------------------|--|
| 1. Mr. Taqi Ali Khan | ..Temporarily transferred to Toshak Khana. |
| 2. Mr. N. Chari      | ..On long leave.                           |

*Second Grade.*

- |                                     |   |
|-------------------------------------|---|
| 1. Mr. Mohd. Hussain                | .. Permanently transferred to Political Department. |
| 2. Mr. Doraiswami Naidu<br>(Typist) | ..Retired.  |
| 3. „ Syed Ahmed                     | ..To retire on 28-3-1342 F.                         |
| 4. „ Syed Sharfuddin                | ..Deputed to Stationery Depot.                      |
| 5. „ Syed Abdul Mannan              | } Deputed for Accounts Training.                    |
| 6. „ Md. Abdur Razak                |   |
| 7. „ K. Kalimulla                   |   |

*Third Grade.*

- |                        |                                  |
|------------------------|----------------------------------|
| 1. Mr. Mohd. Ibrahim   | ..Dismissed.                     |
| 2. „ Muthanna          | ..Deputed for Accounts Training. |
| 3. „ Rashiduddin Ahmed | .. do do                         |

2. The following arrangements have been made :—

*First Grade.*

- |                       |                                   |
|-----------------------|-----------------------------------|
| 1. Mr. Habibur Rahman | ..Vice Mr. Taqi Ali Khan.         |
| 2. Mr. Abdul Wasay    | ..Officiating, vice Mr. N. Chari. |

*Second Grade.* 7 plus 2 due to the promotions of two 2nd grades)

- |  |
|--|
| 1. Mr. Qutubuddin.                       |
| 2. „ Hidayat Abbas.                      |
| 3. „ Collins (Typist).                   |
| 4. „ Kishen Das ..of the A.-Gs'. Office. |
| 5. „ Adil Shah Khan.                     |
| 6. „ Ramchandrayya.                      |
| 7. „ Abdul Qadir.                        |
| 8. „ Syed Chand.                         |
| 9. „ Syed Abdul Waheb.                   |

*Third Grade.* (3+6+2)—11.

1. Mr. Mohd. Hussain—Munshi.
2. „ Abdul Hai—Inter.
3. „ Syed Osaid—Matric.
4. „ G. M. Quraishi,—B.A.
5. „ Sundaram—Matric.
6. „ S. Sitaram Rao,—B.A.
7. „ Laxmi Narayan—Matric and Steno typist.

Mr. J. Hanamanth Rao, a third grade clerk of the P.W.D. Audit Office, has been proposed for a third grade appointment in Finance Office. The Committee decided to enquire of the Examiner of Accounts whether he would spare Mr. Hanamanth Rao.

The postings will be as follows :—

1. Mr. Syed Osaid—Fouj Branch.
2. „ G. M. Quraishi—English Branch.
3. „ K. Sundaram—Adalath Branch.
4. „ Laxmi Narayan— do

*Note :—*All these appointments have been purely provisional and will be reconsidered after application called for from mathematics Graduates are received when final recommendation will be put up before H.F.M. The arrangements will take effect from 16-2-1343 F. or from the date of vacancy if it has remained vacant.

(Intd.) F. Y. J.  
21-3-42 F.

7,

As ordered by the Hon'ble the Finance Member the procedure in vogue for submitting cases and reports to the Hon'ble the Finance Member will be the same as has been in vogue during his absence in England till further orders.

(Intd.) F. Y. J.  
10-4-42 F.

8.

*Dated the 16th Isfandar 1342 F.*

I propose leaving this evening for Bombay to attend an important meeting of the Shahabad Cement Co., and also in connection with some other urgent work. I hope to be back on the afternoon of Saturday the 21st January by the Madras Mail.

Today's papers I shall be taking with me and tomorrow's papers may be sent by a peon to meet me at Wadi on Saturday morning at about 11-30 (Madras Mail).

My telegraphic address as usual will be *care TYABJEE, BOMBAY.*

(Intd.) A.H.

True copy.

*Dated 23rd Isfandar 1342 F.*

I propose leaving this for Delhi on Friday, the 27th January by the Grand Trunk Express leaving Secunderabad at 6 p.m. I do not expect my stay to be for more than 4 or 5 days, but I shall wire immediately on reaching Delhi more definitely. If there are any papers, which could be posted to me by the Mail of the 30th January 1933 they should be sent to me to Delhi to the following address :—

ASOKA HOUSE,  
ASOKA ROAD,  
NEW DELHI.

(Sd.) A. HYDARI,  
23-4-42 F.

*Dated the 25th Farwardi 1342 F.*

In continuation of the Office Order No. 15, dated the 8th Amerdad 1341 F. the following orders of the Hon'ble the Finance Member should be observed :—

1. When cases are neither submitted to the Hon'ble the Finance Member nor reported to him the words “حسب الحكم” should not be used in future but merely the signature of the Financial Secretary will suffice.

2. When cases are reported to the Hon'ble the Finance Member the words “به اطلاع نواب صدرالمهام بهادر” should be used.

(Intd.) V. M. D.  
D. F. S.

*Dated 2nd Ardhbehist 1342 F.*

There are the following vacancies :—

- (1) One temporary 2nd grade created for Segha Hisab for loans work from which provision Mr. S. Satyanarayana. B.A. (2nd class) was taken on Rs. 60 in the third grade.
- (2) Two S.P.T. third grades.
- (3) One temporary third grade of Library.
- (4) One Officiating third grade in the leave silsila of Mr. Narsimha Chari.
- (5) One deputation vacancy of Mr. Srinivas Rao steno-typist.

They are filled as below :—

- (1) On the temporary 2nd grade Mr. Muzaffarali Khan is appointed and Mr. S. Satyanarayana gets his place in the third grade.

- (2) Mr. Collins is transferred to Mines. The typing section thereby losing one second grade, it is put on record that the Typing Section will be entitled to a second grade when a suitable occasion arises. In the place of Mr. Collins a third grade clerical vacancy is given to the typist Section. The number of clerical vacancies is thus reduced from four to three. On these three clerical vacancies the following have been appointed :—

- (1) Mr. Md. Abdul Jabbar B.A. (Maths.).
- (2) Mr. Syed Zainulabuddin M.A., LL.B.
- (3) Mr. Rajagopalan B.A. (Maths.).

The following Typist probationers have also been appointed :—

- (1) Mr. Murlidher on the S.P.T. vacancy given to Type Branch *vice* Mr. Collins transferred to the Mines Branch.
- (2) Mr. Appalnarasiah on the deputation vacancy of Mr. Srinivasa Rao.
- (3) Mr. Morris on the Temporary vacancy of Administration report Branch hitherto held by Mr. Murlidhar

The postings are as follows :—

- (1) Mr. Abdul Jabbar B.A. A/cs. Branch.
- (2) Mr. Syed Zainulabuddin A/cs. Branch but will be exchanged with Mr. Syed Osaid of the Fouj Branch.
- (3) Mr. Raj Gopalan—Library Branch.
- (4) Mr. Murlidher—Administration Branch.
- (5) Mr. Appalnarasiah—Type Branch.
- (6) Mr. Morris do
- (7) Mr. Budruddin of the A/cs. Branch will be exchanged with Mr. Syed Kurshid Hussain of Fouj Branch.

All these arrangements will take effect from 8-5-1342 F. except in the case of Graduates for whom they will take effect from the date of joining the service.

All the above appointments and also the appointments made under Office Order No. 6 dated 21-3-42 F. will be considered as S.P.T. appointments. The confirmation in the 2nd grade will depend upon the relative usefulness of the workers ; and the arrangements will be subject to reconsideration after six months.

The following are appointed as recognised Probationers :—

| Name                        | Qualification         |
|-----------------------------|-----------------------|
| (1) Mr. Sheikh Mahmood. .   | .. Exempted.          |
| (2) „ Khaja Mohiuddin ..    | .. do                 |
| (3) „ Mirza Hassan Ali Baig | .. do                 |
| (4) „ Sheikh Moinuddin      | .. School final.      |
| (5) „ Kesari ..             | .. do & Steno-Typist. |
| (6) „ D. S. Parakh ..       | .. School final.      |
| (7) „ Mahfuzuddin ..        | .. Matric.            |
| (8) „ Digambar Rao ..       | .. do                 |



The entertainment of all these recognised probationers in service will depend upon their capacity for work and seniority will not be the sole criterion. Non-Matric Probationers will come in only when posts of record keepers etc. are to be filled except where it is found that the probationer has developed into a good note writer.

From the Graduate applicants the following have been taken as recognised probationers. :—

- (1) Mr. Syed Mohmad Medhi B.A. (2nd class).
- (2) „ S. Jaya Rao B.A. (2nd class).
- (3) „ C. Aga Reddy B.A. (Maths.).
- (4) „ Abdur Rahim B.A. (2nd class).
- (5) „ Gadgil B.A.

In case Mr. Jabbar, B.A. does not join after his illness or does not accept the appointment, the same will be filled up by Mr. Syed Mohamad Medhi, B.A.

The following probationers have also been brought in the recognised list :—

- (1) Mr. Murlidher.
- (2) „ Appalanarasiah.
- (3) „ Morris.

(Intd.) F. Y. J.  
2-6-42 F.

## 12.

As at present advised I am leaving for Delhi *via* Bombay tomorrow evening, the 10th March, and hope to be back by about the 20th, but I shall inform by wire my exact programme.

All papers of Monday the 13th, and Tuesday, the 14th March may be sent to Delhi care Asoka House, Asoka Road, New Delhi.

9-3-33.  
5-6-42 F.

(Intd.) A. H.

## 13.

No. 13.

*Dated 12th Ardibehisht 1342 F.*

All Seghas are hereby informed that as Bus service exists at Finance Office gate and also near the Hussain Sagar Bund before and after office hours, no jhatka or bus hire will be paid to the clerks even if detained longer hours on office days.

In case the people are called upon to attend office during the holidays bus hire to and fro may be allowed from Finance Office gate or Tank Bund to the nearest bus stand to the clerks' residence.

(Intd.) F. Y. J.  
12-6-42 F.

F. S.

Mr. Tasker complained to me today that very often our opinion on Guzarishes is not dated. I have myself noticed this omission several times and it is most inconvenient.

11-4-33.  
7-7-42 F.

(Intd.) A. H.

14.

*Dated 8th Khurdad 1342 F.*

H.F. M's. note above is circulated for the information of all Seghas. Whenever Guzarishes come to me I usually date them when signing. I would request all Officers when they sign Guzarishes to put the date immediately below their signatures. I think it would be well to allot a Number on the top of F. D. Opinion on each Guzarish.

(Intd.) F. Y. J.

8-7-42 F.

15.

*Dated 9-7-1342 F.*

I hope Inshallah to leave this on the morning of the 18th for Bombay en route for England. With regard to disposal of work the same procedure might be observed as was done during the last three occasions. I hope F.S. will kindly send me his usual weekly letters and Summary of Council decisions etc., as before.

I shall be staying at the Hyde Park Hotel, Knightsbridge, London, S.W. 1 and my telegraphic address will be.

HIGHCASTE,  
KNIGHTS,  
LONDON.

Unless there are any urgent cases in which you want my orders before I sail, I do not expect any papers from office after the 17th April.

(Intd.) A. H.

12th April 1933.

16.

*Dated 22-7-1342 F.*

Every Segha will continue working during the Moharrum holidays until each one is able to submit a no arrears report so far as all the correspondence and files received up to this day are concerned and they have given me an idea as to the number and nature of the papers received during the holidays up to the day they close.

Even after Seghas close, it will be necessary for Seghas to name representatives who must attend on the following days :—

Thursday the 1st Moharrum.  
Saturday the 3rd Moharrum.  
Monday the 5th Moharrum.  
Thursday the 8th Moharrum, and  
Sunday the 11th Moharrum.

These representatives will have to come in the morning for some little time, and it is expected that the Gazetted Officers in-charge will also kindly attend, except where with my knowledge an understanding is arrived at that one Gazetted Officer will look after the emergent work of another Gazetted Officer.

(Intd.) F. Y. J.  
22-7-42 F.

## 17.

One of the certificates in the tri-monthly progress report of the Seghas is that the File Pending Register was duly examined. It would be well if the File Pending Register is also sent up to me with this tri-monthly progress report.

(Intd.) F. Y. J.  
28-7-42 F.

*F. S.*

As at present advised I hope leaving Inshallah from Nampalli by a special (up to Wadi) tomorrow Thursday the 4th May at 19-23 en route for England. As to work I have already sent an Office Order sometime ago.

3-5-33.  
29-7-42 F.

(Intd.) A. H.

## 18.

As an experimental measure I propose to try the following method for disposal of work. I believe it will be conducive to a good deal of saving of time and will secure expeditious disposal of the work if G. Os. and myself could meet and exchange views before we start threshing the important cases. I request therefore that all G. Os. may kindly bring up on alternate days any important communications that they may have received and which they think it would be useful if I were informed, and also all cases which have to be threshed out with care and in some detail. The object aimed at can be achieved if the G. O. incharge when he kindly brings up a paper to me has beforehand studied the file. We can then discuss and proceed as desirable under the circumstances. It is just possible that visitors may come in or I may have to attend Council or other Committee meetings, in which case I shall try if on the same day or the next I can give another time. During the hot weather I am reserving 9 to 11 for the purpose. The cases of various branches will be taken up as shown in the following :—

|                |            |         |           |
|----------------|------------|---------|-----------|
| English Branch | . Saturday | Monday  | Wednesday |
| Mal Branch ..  | .. do      | do      | do        |
| C. & I. Branch | .. do      | do      | do        |
| Railway Branch | .. do      | do      | do        |
| Hisab ..       | .. do      | do      | do        |
| Adalat ..      | .. Sunday  | Tuesday | Thursday  |
| P.W.D. ..      | .. do      | do      | do        |
| Fouj ..        | .. do      | do      | do        |
| Atiat ..       | .. do      | do      | do        |
| Mines ..       | .. do      | do      | do        |

(Intd.) F. Y. J.

6-8-42 F.

All the seghas are hereby requested to give dakhelas to this\* branch, when they agree to any proposals for construction of residential quarters for Officers, so that provision may be provided on those accounts in the next year's Capital Budget.

\*Accounts Branch.

(Intd.) V. M. D.

15-8-42 F.

D. F. S.

All the Seghas of F. O.

The office hours from tomorrow 1st Amerdad 1342 F. will be 10 to 4 as usual.

(Intd.) V. B. Rao,

31-8-42 F.

(Intd.) V. M. D.

31-8-42 F.

## 19.

*Dated 1st Amerdad 1342 F.*

There are two leave vacancies in the Gazetted ranks Mr. Ansari has applied for about another months' leave and Mr. Syed Aziz has already left on pilgrimage leave. Unless there are special reasons pointing to the necessity of a different course of action, it is desirable to make within segha arrangements during the short term leave vacancies. If Mr. Syed Omar had not been transferred to the Mal Segha Mr. Surya Pertap was eligible for the acting appointment; but now no occasion remains for making acting arrangements in the Segha Mal itself. On the other hand I realise that Mr. Surya Pertap should not be a loser. I am proposing acting arrangements in a manner to ensure the least disturbance. Budget work will now be in full swing and D.F.S. will have to concentrate exclusively on the Budget work. I propose therefore that the acting appointment of Chief Superintendent for the months Amardad, Sherewar and Mehr may be given to Mr. Venkat Bhao Rao and for the remaining nearly three months Mr. Surya Pertap be given an acting appointment. The work he is exactly to do will be settled when he starts getting this

acting allowance. During Mr. Ansari's extension, as Mr. Mahomed Mohsin is available without causing any disturbance he may act for him. I have passed over Mr. Nazir Hussain Siddiqi who officiated last time not because there is anything against him. His work, particularly in the Segha Adalat was excellent. I am putting Mr. Mohsin Siddiqi in because in the absence of H.F.M. he has not much work to do and the the shifting of Mr. Nazir Hussain Siddiqi for the short time that remains will disturb English Branch Work.

The above arrangements may be provisionally enforced subject to any orders that H.F.M. may pass.

(Intd.) F. Y. J.

## 19 (A).

*Dated 2-10-1342 F.*

Two vacancies have occurred one side grade by the retirement of Mr. Syed Ahmed Razvi and one third grade by the demise of Mr. Abdul Hai.

Mr. Yeshawnt Rao, the senior most clerk in the third grade is promoted to the side grade.

In third grade vacancies the following appointments have been made

1. Mr. S. Jaya Rao, B.A.
2. „, Shaikh Moinuddin, School Final.

Mr. S. Jaya Rao is posted to the Commerce and Industries Segha.

Mr. Shaikh Moinuddin should be shown in the Reserve and posted temporarily to the P.W.D. Segha.

(Intd.) F. Y. J.

7-10-42 F.

## 20.

*Dated 19th Sherawar 1342 F.*

Attention of all Seghas is invited to Office Order No. 42 dated 1st Azur 1331 F., particularly with reference to paras. 4 and 5 and Office Order No. 57 dated 7th Farwardi 1331 F., regarding the maintenance of File Pending Register. The Tri-monthly Progress Report should bear a certificate signed by every Siperintendent and the G. O. that the Issue Register has been scanned with a view to see that all safeguards prescribed have been employed to see that timely reminders are issued. The object in insisting on these certificates is that checks devised may be employed to see that nothing is left to chance or to the memory and diligence of the Shakdar. The G. O. and Superintendent must be in a position to know by inspection of the Issue Register and File Pending Registers that they are not at the mercy of the Shakhdar. Failure to comply with Office Orders issued from time to time, particularly with reference to procedure, will involve stoppage of increments of the Superintendents incharge.

(Sd.) FAKHR YAR JUNG,

14-10-1342 F.

20

21.

*Dated 19th September, 1933.*

As at present advised I hope to leave for Bombay enroute to England on Friday, the 22nd September 1933, by the Madras Express leaving Nampalli at 4-45. I shall be *entraining at Nampalli*. I shall be sailing on the 25th noon. Papers should be continued to send to England according to previous instructions. Daily reports should be sent to me not by All sea route but by *Overland route via Marseilles*.

I shall be staying in Bombay at the Nepean House, Malabar Hill, Bombay. My telegraphic address in Bombay will be :—

C/o TYABJEE,  
BOMBAY.

19-9-33.  
14-12-42 *F.*

(Intd.) A. H.

22.

*Dated the 16th Aban 1342 F.*

Finance Department Circular No.12 dated the 23rd Sharewar 1337 F. requires the submission of a proposition statement whenever there is any proposal for a revision of establishment. All Branches when dealing with establishment must see that Pensionary charges are also included. The Accountant-General has accordingly been instructed through Finance Office letter No. 4761, dated the 15th Aban 1342 F., to include the Pensionary charges as well, even though the Departments may omit.

(Intd.) V. M. D.  
15-10-1342 *F.*

I wish the clerks in charge of the Progress Reports of the Seghas may better see in what admirable way Reports in the English Branch are kept. I think it is a good idea that the number of undisposed cases should not include cases which are before H.E.P. or in Peshi Mubarak. All seghas may adopt the practice started that they be shown separately in red ink at the end of the Report.

I notice that in some Seghas all the slips are pasted ; all what is required is that the last slip may remain on the Register: previous slips may be destroyed.

(Intd.) F. Y. J.  
23-12-42 *F.*

*Note :—*I beleive the paper will remain in the Accounts Branch and all Seghas will be given a copy for record and guidance.

(Intd.) K. M. A.  
28-12-42 *F.*

## OFFICE ORDERS 1343 F.

1.

Owing to my illness and owing to my other preoccupations on account of the Viceroy's Reception Committee and the Industrial Trust Fund work, I am afraid at least till the end of next week I shall have very little time to spare for disposing of routine work. As a matter of fact I expect all Assistants to dispose of routine work on their responsibility in accordance with the Office Orders issued already in that behalf. Cases which are not routine and which the G. Os. think are necessary to be submitted may till further orders be submitted to D.F.S. who will dispose of some on his authority and others he will send over to me. The Daily Report will show separately the cases independently decided by the A S. and D.F.S., also myself. I am returning the undisposed of files which may be treated in accordance with the above Office Order. This week's and the next week's Progress Reports may also be sent to D.F.S. Progress Registers may also be kindly looked into by D.F.S.

(Intd.) F. Y. J.  
19-1-1343 F.

1 (A).

*Dated 21-2-1343 F.*

As H F.M. will remain very busy for some time to come, therefore the present procedure of disposal of cases will continue until further orders.

(Sd.) FAKHR YAR JUNG,  
21-2-43 F.

2.

*Dated the 21st Dai 1343 F.*

I wish every Segha may have a complete note of the (a) agreement that it records and (b) sanction that it gives with reference to payments in excess of budget provision. Each Segha should keep monthly list of items (a) and (b) and communicate them to the Segha Budget. Segha Budget is responsible to obtain from every Segha the above figures and put up to me in a consolidated form. I hope the Seghas will be able to give Azur and Dai figures early in Bahmon.

(Intd.) F. Y. J.  
21-2-1343 F.

3.

*Dated 9th Bahman, 1343 F.*

On account of the return of Messrs. Syed Ghiasuddin Shustari and Pritamlal from Training reversions in the following 2nd and 3rd grade S.P.T. appointments previously made under Office Orders Nos. 6, 11, and 19 of 1342 F., will have to be made.

Messrs. Syed Abdul Waheb and Muzaffar Ali Khan the last two S.P.T. 2nd grade are therefore reverted to their substantive 3rd grade appointments and Messrs. Mohd. Abdul Qadir and Syed Chand are brought on the 2nd grades held by the above two, i.e. Mr. Mohd. Abdul Qadir will hold the temporary 2nd grade loans vacancy and Mr. Syed Chand the leave arrangement vice Mr. N. Chari.

The above reversions automatically affect the two junior most S.P.T. 3rd grade clerks, viz., Messrs. S. Jai Rao, B.A. and Sheikh Mohiuddin, School Final. The said two S.P.T. 3rd grades are therefore reverted to probationership. The above reversion will take effect from 7-3-1343 Fasli.

Mr. Sharfuddin Khan who was temporarily lent to Police Department will also be reverted to his 3rd grade appointment in the Finance Office. His reversion will also cause another 3rd grade S.P.T. to revert to probationership. Mr. Syed Mohd. Mehdi who stands junior most will therefore revert. The reversion of Mr. Syed Mohd. Mehdi will have effect from the date Mr. Sharfuddin Khan joins the Finance Office.

Mr. Pritamlal will be attached to the Accounts Branch as before.

(Intd.) V. M. D.  
10-3-1343 F.

#### 4.

*Dated 27th Bahman 1343 F.*

As at present advised I am leaving this for Calcutta tomorrow evening (29th December) at 20-0 from Secunderabad and hope to leave Calcutta on Tuesday afternoon (2nd January) and reach here Inshallah on the morning of Thursday, the 4th January 1934. Saturday's papers might perhaps be sent to me to Calcutta by post after ascertaining from the Post Office whether they will reach me in time. Otherwise all papers of Saturday, Sunday and Tuesday might be sent to meet me at Nagpur on Wednesday, the 3rd January 1934 at 15-35.

My address in Calcutta will be :—

C/o STATION SUPERINTENDENT,  
Howrah Station.

(Intd.) A. H.  
28-12-33.

#### 5.

*Dated 30th Bahman 1343 F.*

In continuation of this office order No. 13 dated 12-6-1342 F., it has been decided that the clerks required to attend office during holidays may be paid conveyance allowance at a flat rate of 0-6-0 each way without distinction, as in many cases it is difficult to catch the Bus and moreover they may not have the Bus Service to their quarters. Clerks detained for more than 2 hours i.e. till after 6 p.m. when the office closes at 4 p.m. and till after 3 p.m. when the office closes at 1 p.m. may be given Bus fare to the nearest Bus station to their homes or annas 3 when they have to walk over a mile from the Bus station to their homes.

(Intd.) V. M. D.  
30-3-43 F.



*Dated the 28th Bahman 1343 F.*

Whenever telegrams are sent they should be confirmed by a letter.

(Intd.) F. Y. J.

28-3-43 F.

*Dated 2-4-43 F.*

Due to the return of (1) Mr. Syed Ghiasuddin Hasan Shustari, 2nd grade, and (2) Mr. Pritamlal Sanghai, 2nd grade, from Training, (3) Sharfuddin Khan, 3rd grade, from the Police Department, and (4) Mr. Narsimhachari, 1st grade, from leave, the undermentioned S.P.T. 3rd grades have reverted to probationership :—

- (1) Mr. S. Jai Rao Accounts Branch.
- (2) „ Shaikh Moinuddin Mal Branch.
- (3) „ Syed Mohd. Mahdi Accounts Branch.
- (4) „ Rajagopalan English Branch.

2. The posting of the clerks that have returned is made as follows :—

- (1) Mr. Pritamlal Accounts Branch, vice Mr. S. Jai Rao, reverted
- (2) „ Syed Ghiasuddin Hasan Shustari Fouj Branch.
- (3) „ Syed Mohiuddin Kadri, 3rd grade of Fouj Branch is posted to Mal Branch, vice Mr. Shaikh Moinuddin, reverted.
- (4) „ Sharfuddin Khan is posted to Accounts Branch, vice Mr. Syed Md. Mahdi. reverted.
- (5) „ Narsimachari will work in Mines Branch.
- (6) „ Collins of Mines Branch in English and Typing Branch, vice Mr. Rajagopalan, reverted.
- (7) „ Syed Burhanuddin of Fouj Branch is posted to Records Branch.
- (8) „ Mohd. Husain of Records Branch to Commerce and Industries, vice Mr. Khaja Mohiuddin who will work in Fouj Branch, vice Mr. Syed Burhanuddin.

(Intd.) F. Y. J.

*Dated the 25th Isfandar 1343 F.*

Guzarishes and Blue Paper Notes to be submitted to His Excellency the President and Council which are going direct at present must hereafter be submitted through Hon'ble the Finance Member.

BY ORDER

(Intd.) V. M. D.

25-4-1343 F.

As at present advised I hope to leave for Bombay to attend a meeting of the Shahabad Cement Co., on Wednesday afternoon, the 31st January 1934 and return by Sunday afternoon, the 4th February Inshallah.

Papers of Thursday and Saturday might be sent to meet me at Wadi on Sunday noon.

As usual my telegraphic address will be :—

Care TYABJEE,  
BOMBAY.

29-1-34.

(Intd.) A. H.

27-4-43 F.

### 9.

*Dated 5th Farwardi 1343 F.*

Attention is invited to the way in which our notes and opinions go to other offices. All Seghas henceforward should say "By Order of H.F.M." instead of 'By Order' for F.S.

By Order of H.F.M.

(Intd.) V. M. D.  
D. F. S.

### 10.

*Dated the 18th Farwardi 1343 F.*

When H.F.M. is not out of station we may resort to the original practice of usually returning files only after the reports have been received back. The practice existed that if the reports were not received back within 24 hours it was to be assumed that H.F.M. had agreed and the file could go. The period of 24 hours may better be extended to 48 hours. No deviation from this practice should be allowed unless, of course, in view of the special nature of a case, the F.S. by recorded orders directs to be otherwise.

13-5-43 F.

(Intd.) F. Y. J.

### 11.

*Dated 24-5-43 F.*

As at present advised I am leaving tomorrow afternoon Inshallah from Begumpet for Bombay and thence to Delhi for attending the Inter University Board meeting and the Universities conference. My programme is as follows :—

|                |    |            |                |
|----------------|----|------------|----------------|
| Leave Begumpet | .. | 5.52 p.m.  | 25th February. |
| Arrive Bombay  | .. | 10.15 a.m. | 26th do        |
| Leave Bombay   | .. | 10.45 p.m. | 27th do        |
| Arrive Jalgaon | .. | 6.39 a.m.  | 28th do        |

Ajanta 28th February and 1st March.  
Ellora 2nd and 3rd March.

Leave Manmad . . 3-49 a.m. 4th March.  
Arrive Delhi . . 6-20 a.m. 5th ,,

Halt at Delhi about a week.

Definite programme will be intimated by wire.  
My telegraphic address in Bombay will be as usual :—

*Care* TYABJEE  
**BOMBAY.**

My telegraphic address between the 28th February and 3rd March will be :—

*Care* PRINCIPAL,  
*Intermediate College,*  
**AURANGABAD.**

In Delhi

My telegraphic address will be :—

*Care* HYDARI,  
*5 York Road,*  
**NEW DELHI.**

My postal address will be :—

**ASOKA HOUSE,**  
*Asoka Road,*  
**NEW DELHI.**

All papers (Urdu and English) up to the evening of the 2nd March might be sent to meet me at Manmad on the morning (3-49 a.m.) of 4th March with Mr. Mhd. Mohsin.

All papers (Urdu and English) after that date might be sent to Delhi, last post being of the 8th March. If there is any change in the above programme, instructions will be sent by wire.

(Intd.) A. H.  
24-2-34.

Seghas to note down carefully.

(Intd.) F. Y. J.  
24-5-43 F.

12.

*Dated 25th Farwardi 1343 F.*

In continuation of the Office Order No. 10 dated the 13th Farwardi 1343 F. it is hereby notified that as H.F.M. is now going to Bombay and Delhi the reported cases should, unless and otherwise directed by F.S. in writing, be kept back for 24 hours after the date they are supposed to reach H.F.M.

By Order of H.F.M.  
(Sd.) V. M. D.

35

13.

*Dated 4th Ardibehisht 1343 F.*

Orders, which the Finance Department issue on behalf of other Departments on the basis of the Council orders or the Firmans Mubarik, may better be issued after I have seen them. All such files will come up with an urgent slip so that they may not be overlooked in the rush of the work.

(Intd.) F. Y. J.

14.

*4th Ardibehisht 1343 F.*

I think it would be preferable to split up the daily reports of disposal of cases into two separate sections-cases disposed of with my knowledge and permission will be reported in one section and the second section will be for the cases disposed of by the Assistants Secretary. My object in doing so is to obviate possibilities of delay of urgent reports going up to H.F.M. if I have to detain a report about routine cases disposed of by an Assistant Secretary.

(Sd.) FAKHR YAR JUNG.

15.

I beg to invite attention of all the Gazetted Officers to the Office Orders that have been issued that cases which require no guidance or special instructions and which are not of sufficient importance should be disposed of by the Assistants Secretary themselves and mentioned in the daily report about the cases disposed of. These files should not come to me until actually sent for after seeing the report.

(Sd.) FAKHR YAR JUNG  
4-6-1343 F.

16.

*Dated 13th Ardibehisht 1343 F.*

To enable the Hon'ble the Finance Member to see the nature of the reported cases at a glance, catch-words should in future be underlined, indicating the following particulars of the proposal :—

- (1) In whose behalf.
- (2) By which Department recommendation has been made.
- (3) For what amount of expenditure.
- (4) On what account and
- (5) Whether we are agreeing or disagreeing.

By order of H.F.M.

(Sd.) V. M. DATAR,  
*Deputy Financial Secretary.*

*Dated 16th Ardibehisht 1343 F.*

The following S.P.T. clerks 2 first grades 9 second grades and 12 third grades are confirmed.

1st grade.

1. Mr. Qazi Shahabuddin, S.P.T 1st grade since 1-3-1339 F.
2. Mr. Hafiz Mohd. Mahmood Siddiqi do do

2nd grade.

1. Mr. Syed Ahmed Qadri, S.P.T. 2nd grade since 18-3-1336 F.
  2. „ S. A. Mannan, do do 1-5-1337 F.
  3. „ Mohd. Abdur Razak, do do do
  4. „ Khaja Kalmulla, do do do
  5. „ Pretamlal, do do do
  6. „ Syed Sharfuddin, do do 10-8-1339 F.\*\*
- \*\*(Deputed to Stationery Depot & has a lien in F.O. for one year.)
7. „ Ananth Rao, do do 1-1-1340 F.
  8. „ Shaikh Tajamul Hussain, do do 1-4-1340 F.
  9. „ Khaja Turab Ali, do do 22-2-1341 F.

3rd grade.

1. Mr. Ananthaiah, S.P.T. 3rd grade since 1-1-1337 F.
  2. „ Hamid Hussain Khan, do do 8-2-1339 F.
  3. „ Syed Mohiuddin Qadri, do do 10-8-1339 F.
  4. „ Gulam Ahmed Khan, do do do
  5. „ Mujtaba Ahmed, do do 1-12-1339 F.
  6. „ N. G. Muthanna, do do 1337 F.
  7. „ Syed Khurshid Hussain, do do 1-1-1340 F.
  8. „ D. V. S. S. Murthy, do do do
  9. „ Abdul Ali, do do Dal 1341 F.
  10. „ Rashiduddin Ahmed, do do do \*\*
- \*\*(Nominated for D.T.O's. post sent for lower & Higher Training.)
11. „ Badruddin Hussain, do do 1-3-1341 F.
  12. „ Abdus Samad Khan, do do 12-1-1342 F.

2. Due to the demise of late Mr. Abdul Bari, a 2nd grade post fell vacant, Mr. Abdulla Khan Kamil 3rd grade is permanently appointed on this 2nd grade and Mr. Hanumanth Rao, the first S.P.T. in the 3rd grade is made permanent on the vacancy caused by the promotion of Mr. Abdulla Khan. Mr. Syed Zahirullahuddin, S.P.T. 3rd grade who is holding the temporary post of Library is shifted to the S.P.T. vacancy held by Mr. Hanumanth Rao, and Mr. Rajgopalan B.A. probationer is appointed S.P.T. 3rd grade on the temporary Library clerk post. The above arrangement will take effect from 8-6-43 F.

3. The recognised probationers and those in the waiting list (both graduates and non-graduates) will remain attached to the sections where they are working at present and the acting arrangements in short leave vacancies can be given to them.

(Intd.) F. Y. J.

16-6-43 F.

## 18.

*Dated 17-6-1343 F.*

Vacancies will, in future, be filled up by graduate and non-graduate probationers in the ratio of two is to one i.e. out of three vacancies two will be filled up by appointment of graduate probationers, and one by appointment of a non-graduate probationer.

The applications of probationers seeking service elsewhere will not be forwarded by this office and in case they apply for service elsewhere they will be considered to have ceased all connection with this office.

(Intd.) F. Y. J.

18-5-43 F.

All seghas may kindly note that from tomorrow the 1st Khurdad to the end of Thur 1343 F. Office hours will be from 8 a.m. to 1 p.m.

31-6-43 F.

(Intd.) V. M. D.

D. F. S.

## 19.

*Dated the 7th Khurdad 1343 F.*

The following two temporary posts are to be filled up :—

(1) Temporary 3rd grade of Library vacated by Mr. Rajagopalan.

(2) Temporary 3rd grade created for six months with effect from 1st Khurdad 1343 F. for Princes' Work.

Messrs. Syed Mohamad Mehdi, B.A. and S. Jai Rao, B.A. who had hitherto held S.P.T. appointments and have recently reverted, are appointed to these posts.

Mr. Mehdi is posted to Library, while Mr. Jai Rao will work under Mr. Liakatulla Khan in the Mal Branch.

(Intd.) V. M. D.

— — — — —

As kindly permitted by H.F.M. I am availing myself of the Moharrum holidays and have also obtained six days casual leave. During my absence all work will go through D.F.S. who has so very kindly agreed to do it for me. Luckily there is not much congestion of work. In cases where H.F.M. have put some queries on my notes these cases may be kept for disposal by me. I had yesterday given verbal instructions as to which officers I have recommended to be allowed to avail holidays

or Privilege leave and who will stay. The final decision rests upon the orders that we receive from H.F.M. Mr. Taraporwala will kindly arrange to see that some typing and delivery clerks attend the office during the holidays by turn. Officers who are to remain in Hyderabad will manage to remain in touch with D. F. S. in case he requires their assistance.

(Sd.) FAKHR YAR JUNG,  
11-7-43 F.

## 20.

As at present advised I am leaving this for Bombay on Friday evening, the 18th May to attend the Princes' Meeting and also some other work connected with the Bank.

Papers of Saturday, the 19th, Sunday, the 20th and Monday, the 21st May might be sent by post to me to

NEPEAN HOUSE,  
*Nepean Road,*  
*Malabar Hill,*  
*BOMBAY.*

As to papers of Tuesday, the 22nd and Wednesday, the 23rd May, instructions will be sent by wire as to where they should be sent to meet me. I shall be leaving Bombay on the 24th May for Mahableshwar.

I hope to be back here on the 28th morning Inshallah.

My telegraphic address in Bombay will be :—

c/o TYABJEE,  
*BOMBAY.*

(Intd.) A. H.  
16-5-34.  
11-8-43 F.

## 21.

*Dated 31-8-43 F.*

All Seghas may kindly note that immediate files which require to be sent to the Hon'ble the Finance Member should be sent separately in a thick white cover marked immediate and not in the ordinary box.

By order of H.F.M.

(Sd.) V. B. DILANASARI,  
*Chief Superintendent.*

## 22.

*Dated 25th Amardad 1343 F.*

As at present advised I am leaving this for Aurangabad and Ellora this afternoon at 4-19 and hope to be back on Sunday morning, the 1st July inshallah.

My telegraphic address will be :—

*care* TALUQDAR,  
AURANGABAD (Deccan).

(Intd.) A. H.  
28-6-34.

## 23.

*1st Sharewar 1343 F.*

I propose leaving this for Bombay tomorrow afternoon, the 8th July, and hope to be back inshallah on Thursday morning, the 12th July.

All papers of Monday and Tuesday might be sent by a peon to meet me at Bombay on the morning of Wednesday, the 11th July.

My telegraphic address will be :—

*care* TYABJEE,  
BOMBAY.

(Intd.) A. H.

As discussed in the Committee, the arrangements proposed by Mr. Taraporwala paras 1-4 may be approved.

As regards the general principle, the previous decision regarding officiating arrangements vice Assistant proceeding on leave, being made in the segha concerned, may stand. But in cases when a Superintendent of another segha is made to officiate and is shifted to the segha where the vacancy has occurred, then the officiating arrangements will be made in the segha sparing the Superintendent to officiate in another one.

Submitted for confirmation.

(Intd.) V. B. Rao,  
4-10-43 F.

This is submitted for confirmation.

(Intd.) F. Y. J.  
8-10-43 F.

(Intd.) A. H.  
9-10-43 F.

File No. 14/A of 39 F.

Personal file of Mr. Syed Aziz.



40

24

*Dated 10th Sharewar*

It is often noticed that the names of gentlemen are spelt wrongly. As for example, Nawab Aqeel Jung Bahadur's name was spelt as 'Akheel' whereas the Nawab Saheb spells it as 'Aqeel'. The name should, therefore, be spelt in the way in which the gentleman writes himself in English, or if this is not known, the transcription should be on the Hunterian System.

By order of H.F.M.  
(Intd.) F. Y. J.

25.

*Dated 26-10-1343 F.*

As at present advised I propose to leave this for Bombay tomorrow afternoon, the 2nd August 1934 and hope to be back on Sunday the 5th August Inshallah.

My telegraphic address will be :—

c/o TYABJEE,  
**BOMBAY.**

As I shall be returning to Hyderabad on Sunday Inshallah no papers need be sent.

1-8-1934.

(Intd.) A. H.

26.

*Dated 29th Sharewar 1343 F.*

Due to the return of Mr. Rashiduddin Ahmed from training the following changes and reversions are made which will take effect from 4-9-43 F.

1. Mr. S. Jai Rao the juniormost 3rd grade S.P.T. holding the temporary 3rd grade post created for Princes work is reverted.

2. Mr. Syed Mohamed Mahdi, holding the temporary post of Library, will step in the vacancy caused by the reversion of Mr. Jai Rao.

3. Mr. Syed Zahinullabuddin, holding a S.P.T. 3rd grade appointment in the regular cadre of F.O. and who reverts on account of the return of Mr. Rashiduddin, will step in on the temporary post of Library vacated by Mr. Mahdi.

Mr. S. Jai Rao is appointed on the temporary post created for Atiyat Branch, for Tahzib of Files, with effect from the date he joins Atiyat Branch.

Mr. Syed Mahfuzuddin, recognised probationer attached to Atiyat Branch for six months with effect from 5th Sharewar 1343 F., but this will not constitute any right for him for any permanent or a long term temporary appointment in preference to other senior probationers.

Messrs. Jai Rao and Syed Mahfuzuddin will work in Atiyat Branch while Mr. Syed Mohamad Madhi will join the Mal Branch to do the Princes' work.

(Intd.) F. Y. J.

27.

*Dated 29-10-13 F.*

All Seghas are hereby requested to note that in noting they must always give the date of the letter or note they are referring to, slip the paper and also give the page number of the file.

By order of H.F.M.

(Sd.) V. B. DHANASARI,  
*Chief Superintendent.*

28.

*Dated 29th Meher 1343 F.*

As at present advised I am leaving this for Poona, to preside at the Bombay Presidency Muslim Educational Conference, on the afternoon on Thursday the 6th September and hope to be back by Sunday afternoon, the 9th September Inshallah. The papers of Saturday may kindly be sent to meet me at Wadi on Sunday morning at about 11.

(Intd.) A. H.

## OFFICE ORDERS 1344 F.

### 1.

As at present advised I propose leaving Hyderabad on the evening of Saturday, the 3rd November, for Aurangabad (to attend the College day) and Bombay (to see the Managing Governor of the Imperial Bank) and hope to be back on Sunday morning, the 11th November Inshallah.

During this period except Saturday the 10th, the other days are holidays and perhaps there may not be much work. I shall be in Aurangabad till the evening of the 6th November, and in Bombay from the 7th morning to the 10th morning.

My address in Aurangabad will be :—

*care* SYED MOHIUDDIN, ESQR,  
PRINCIPAL, INTERMEDIATE COLLEGE,  
*AURANGABAD.*

and in Bombay :—

*care* CAMAR S. TYABJEE, ESQR.,  
NEPEAN HOUSE,  
NEPEAN ROAD, MALABAR HILL,  
*BOMBAY.*

My telegraphic address in Bombay is.

*care* TYABJEE,  
*BOMBAY.*

and in Aurangabad will be :—

*care* PRINCIPAL,  
*Intermediate College.*

(Intd.) A. H.

31-10-34.

26-1-44 F.

F. S.

SIR,

H.F.M. who has had to return on urgent work to Hyderabad from Aurangabad is leaving for Bombay this afternoon and hopes to be back by Sunday or Monday. After obtaining orders from H.F.M. I shall wire to you when and where papers should be sent to meet him.

Intd. E. P.

8-11-34.

(Intd.) F. Y. J.

4-2-44 F.

*Dated the 10th Dai 1344 F.*

On account of the MOIN-UD-DOWLA GOLD CUP CRICKET TOURNAMENT, the Finance Office will work in the Mornings from 9 a.m. to 1 p.m. on the following dates :—

|                                      |                                   |
|--------------------------------------|-----------------------------------|
| <u>15th and 17th November 1934.</u>  | The Semi-finals played between    |
| <u>11th and 13th Dai 1344 Fasli.</u> | Hydrabad “ A ” and the Retrievers |
| and                                  |                                   |

|                                     |         |
|-------------------------------------|---------|
| <u>19th to 21st November 1934.</u>  | FINALS. |
| <u>15th to 17th Dai 1344 Fasli.</u> |         |

There will be usual hours on Sunday 18th November 1934 i.e., 14th Dai 1344 Fasli.

By order of H.F.M.

(Sd.) V. M. DATAR,  
*Deputy Finance Secretary.*

*All Seghas.*

The Office will work in the morning 9 a.m. to 1 p.m. from tomorrow the 14th Dai 1344 F., owing to Cricket Finals.

(Intd.) V. M. D.  
13-2-44 F.

*D. F. S.*

I am leaving tomorrow for Aligarh and shall be back either on Wednesday or Thursday morning. All work of Saturday, Sunday, Monday will be disposed of by you. Tuesday work will await my arrival.

(Intd.) F. Y. J.  
23-11-34.  
19-2-44 F.

*Dated 4th Bahman 1344 F.*

Due to demise of Messrs. Mohd. Nurulla Hussaini and Habibur Rahman two 1st grade posts have fallen vacant on which the following appointments are made :—

(1) Messrs. Mohammad Abdul Wasay and Gopal Rao are appointed S.P.T. These appointments will be subject to reconsideration when any of the clerks under training pass the S.A.S. Examination held in November 1934.

(2) The posting will be as follows :—

(1) Hafiz Mohd. Mahmood Siddiqi Superintendent Adalat Br.

(2) Mr. Gopal Rao Superintendent Fouj Branch.

(3) The 1st grade appointments will take effect from 26th Azur 1344 Fasli.

(Intd.) V. M. D.

4-3-44

#### 4.

*Dated 5-3-44 F.*

As at present advised I am proceeding to Bombay tomorrow afternoon from Begumpet by the Madras Express and hope to be back by Sunday afternoon Inshallah.

Papers of Tuesday and Thursday (11th and 13th December) might be sent by post day to day. I shall be leaving Bombay on Saturday afternoon, therefore special care should be taken that the papers are posted in proper time so that they reach me without fail on Saturday morning. The papers may be sent.

*c/o* POSTE RESTANTE,  
**BOMBAY.**

My telegraphic address in Bombay will be :—

*c/o* TYABJEE,  
**BOMBAY.**

(Intd.) A. H.

9-12-1934.

#### 5.

*Dated 14-3-44 F.*

Office Order No. 2 dated 21-2-43 F. required each Segha to keep monthly lists of the agreement that it records and sanction that it gives with reference to payments in excess of Budget provision and communicate them to the Budget Segha. But this was not done so far by most of the Seghas in spite of their having been reminded. However now all Seghas should kindly do this from the beginning of this year and send the lists for Azur and Dai 1344 F. to the Budget Segha within a week. Thereafter the lists should invariably reach the Budget Segha by 3rd of each month so that a consolidated statement may be put up to F.S. by the 5th. Even if no sanction has been given or any commitment made by any Segha during any month a nil statement alone must necessarily be sent to the Budget Segha. The form in which the register will be maintained by all Seghas and the monthly lists will be sent to the Budget Segha, is herewith attached.

By order of F. S.

(Intd.) V. M. D.

*Deputy Financial Secretary.*

SANCTION ISSUED AND COMMITMENTS MADE WITH REFERENCE TO  
PAYMENT IN EXCESS OF BUDGET.

By (                      ) Branch                      during                      134 F.

| Serial<br>No. | No. &<br>Date<br>of<br>F. D.<br>letter | File<br>No. | Purpose   | AMOUNT IN O. S.  |                | CLASSIFICA-<br>TION |               | Re-<br>marks |
|---------------|--|-------------|---|------------------|----------------|---------------------|---------------|--------------|
|               |  |             |   | Commit-<br>ments | Sanc-<br>tions | Major<br>Head       | Minor<br>Head |              |
| 1             | 2                                      | 3           | 4   | 5                | 6              | 7                   | 8             | 9            |
|               |  |             | Total upto the end of<br>the previous month<br>B. F.      |                  |                |                     |               |              |
|               |  |             | Fresh sanctions & com-<br>mitments during the<br>month :— |                  |                |                     |               |              |
|               |  |             | Total for the month .                                     |                  |                |                     |               |              |
|               |  |             | Total upto the end of<br>the month :                      |                  |                |                     |               |              |

*Notes.*—(a) In case of commitments the number and date of the memo with which the F. D. opinion is forwarded to the Departments should be given in column 2.

(b) If sanction is issued subsequently in respect of a commitment the amount of which is already included in the total brought forward from the previous month, then minus figure should be shown in col. 5 and plus figure in col. 6, *i. e.* the amount should be deducted from col. 5 and added in col. 6.

(c) In case any sanction is issued or commitment made in respect of any expenditure other than the service expenditure *e. g.* Capital Expenditure, Taqavis, etc. then such items may be altered in red ink and totalled separately in red ink. They will not be included in black ink totals which are meant for service expenditure only.

No. 6.

Dated 18th Bahman 1344 F.

The following clerks returned from training :—

- |    |                    |    |             |
|----|--------------------|----|-------------|
| 1. | Mr. S. A. Mannan   | }  | 2nd Grades. |
| 2. | „ Md. Abdur Razack |    |             |
| 3. | „ Khaja Kalimulla  |    |             |
| 4. | „ N. G. Muthanna   | .. | 3rd Grade.  |

There are the following Junior S.P.T. 2nd Grades :—

- |    |                 |    |                             |
|----|-----------------|----|-----------------------------|
| 1. | Mr. Kishen Dass | }  | S.P.T. in the Training sil- |
| 2. | „ Adilshah Khan |    |                             |
| 3. | „ Ramchandriah  |    |                             |
| 4. | „ Abdul Qadir   | .. | Temporary loans vacancy     |

On account of the return of the three 2nd Grade Clerks the last three S.P.T. had to revert but due to the recent promotion of Messrs. Mohamed Abdul Wasay and Gopal Rao to 1st Grade, two 2nd Grade vacancies have fallen vacant. Hence Nos. 1 and 2 Messrs. Kishen Dass and Adilshah Khan will step in the said two vacancies and No. 3, Mr. Ramchandriah will hold the Loans vacancy hitherto held by Mr. Md. Abdul Qadir who will act in 2nd Grade in the leave Silsila of Mr. Narsimhachari

On account of the return of 4 candidates the following 4 Junior S.P.T. 3rd Grades had to revert :—

1. Mr. Laxminarayan.
2. „ Satya Narayan.
3. „ Syed Zainulabedin.
4. „ Syed Mohamed Mahdi.

but due to the recent promotions in the two 1st Grades causing two 3rd Grade vacancies, instead of 4, the last two S.P.T. 3rd Grades will revert i.e., Messrs. Syed Zainulabuddin and Syed Mohamed Mahdi and their temporary posts will be taken up by Messrs. Laxminarayan and Sataya Narayan.

In view of the increased work in some of the branches on account of the report work, four temporary 3rd Grade posts are created for one year with effect from 15-3-44 F. for the following four branches viz., :—

- (1) Accounts Branch.
- (2) Fouj do
- (3) P.W.D. do
- (4) Adalat. do

and the appointments are made as under :—

- (1) Mr. Syed Zainulabuddin, M.A., L.L.B.,
- (2) „ Syed Mohamed Mahdi, B.A.
- (3) „ Jai Rao, B.A.
- (4) „ Shaikh Moinuddin, School Final.

The postings of the clerks are made as follows :—

|                                | <u>From</u>    | <u>To</u>  |
|--------------------------------|----------------|--|
| 1. Mr. S. A. Mannan .. ..      | .. ..          | Adalat Branch.   |
| 2. „ Seetaram Rao ..           | Adalat         | Fouj Branch.   |
| 3. „ M. A. Razack ..           | ..             | English Branch.  |
| 4. „ G. M. Quraishi ..         | English        | that Branch where from a<br>2nd Grade will be sent to<br>Information Bureau with<br>Administration Branch<br>work. |
| 5. „ N. G. Muthanna ..         | ..             | English Branch.  |
| 6. „ Shaikh Burhan, <i>Ag.</i> | English Br.    | P.W. Branch.   |
|                                | Library clerk, |  |
| 7. „ Khaja Kalimulla ..        | ..             | Reserve Branch but will<br>work in P.W. Branch.  |
| 8. „ Syed Zamullabed-<br>din   | ..             | Fouj Branch.   |
| 9. „ Syed Mohamed<br>Mahdi. .. | ..             | Mal Branch.  |
| 10. „ Jai Rao ..               | ..             | Adalat Branch.   |
| 11. „ Shaikh Moinuddin ..      | ..             | Account Branch.  |

(Intd.) V. M. D.

18-3-44 F.

7.

*Dated 20th Bahman 1344 F.*

As discussed in the Gazetted Officer's Committee held on 14th Bahman 1344 F. all the Gazetted Officers are requested to send monthly the progress reports of probationers working under them to Accounts Branch. The probationers may also be informed that in case of their absentsing themselves from office for more than 7 days without permission they will be treated as having been removed from the list of probationers.

(Intd.) V. M. D.

20-3-44 F.

8.

*Dated 9-4-1344 F.*

In honour of 3 years' extension graciously sanctioned by His Exalted Highness in the services of Hon'ble the Finance Member the office will be closed on Tuesday the 12th Isfandar 1344 F.

(Intd.) V. M. D.

9.

As at present advised I propose leaving this for Delhi tomorrow evening by the Grand Trunk Express leaving Secunderabad at 20-10 for the State Ministers' Meeting and hope to be back by the 25th or the 26th January 1935.



Papers of Wednesday, the 16th and Thursday, the 17th may be sent to me by post to the following address :—

NIZAM'S GUEST HOUSE,  
*Asoka Road,*  
*NEW DELHI.*

My telegraphic address will be :—

NIZAM'S PALACE,  
*NEW DELHI.*

Papers of Saturday, the 19th may be sent by post to Delhi, but it should be seen that it leaves before noon, otherwise it will not reach Delhi in time.

I shall wire my instructions with regard to the papers from Monday onwards.

(Intd.) A. H.  
13-1-35.  
10-4-44 F.

10.

*Dated 4th Farwardi 1344 F.*

I wish all the Secghas could make it a point to observe the practice which is invariably followed by the English Branch and Railway Branch. Whenever a letter is received or a letter is issued, they put down in the margin the pages of the file where the correspondence referred to in these letters exists. This saves a good deal of time and gives the clue to the necessary correspondence without the necessity of going through lengthy notes.

(Intd.) F. Y. J.

11.

*Dated 14-5-1344 F.*

As at present advised I am proceeding this evening to Delhi to attend the States' Ministers Meeting and hope to be back by the 23rd or 24th February Inshallah.

Papers of Sunday and Monday might be sent to me by post. With regard to papers of Tuesday, Wednesday and Thursday, I shall wire further instructions from Delhi.

My postal address will be :—

NIZAM'S PALACE,  
*Asoka Road,*  
*NEW DELHI.*

Telegraphic address will be :—

NIZAM'S PALACE,  
*NEW DELHI.*

(Intd.) A. H.  
16-2-1935,

H. F. M.

As I shall be out during the Moharrum Holidays, it is necessary to report to you for information and orders that Messrs. Datar, Taraporvala and Syed Aziz will remain here during the holidays.

Mr. Munim is proceeding on leave, but he will stay during the holidays to complete his work. His *locum tenens*, Mr. Nazir Hussain will also remain during the holidays.

Mr. Syed Omar wants to go to Bangalore from 1st to 7th Khurdad.

Mr. Ansari wants to proceed after 4 days and also applies for one week's casual leave to attend the Co-operative Conference at Patna where he is going as a delegate.

Mr. Aiyar will remain here till the Board leave, after which he wants to go out during the end of the holidays.

It is arranged that the G. O's will see that for disposal of urgent work and also arrears, if possible, office opens for a little time on Saturday and Wednesday (Shias will not be pressed to attend).

The G. O's will dispose of ordinary cases as they do now, and such cases as used to be sent up to me as have to go to H.F.M. will be sent up to you by them direct.

In case of Officers who are going out during the holidays, the Superintendents of the Seghas will remain responsible and will put up any urgent cases direct to Mr. Datar.

During Mr. Ansari's one week's casual leave after the holidays, the Superintendent of the Segha under him might hold charge.

(Intd.) F. Y. J.

29-6-44 F.

## 12.

*Dated 15-7-44 F.*

As at present advised I propose leaving for Aligarh and Simla tomorrow evening by the Grand Trunk. During my absence papers might be sent to me as follows :—

Papers of :—

|                   |  |
|-------------------|--|
| Thursday the 18th | } to be sent to me by post to Simla,<br>care Hotel Cecil, Simla. |
| Saturday the 20th |  |
| Sunday the 21st   |  |
| Monday the 22nd   |  |

Papers of :—

|                    |   |
|--------------------|---|
| Tuesday the 23rd   | } to be sent to me to Delhi N.S. Saloon 1920<br>care Station Superintendent, Delhi. |
| Wednesday the 24th |   |

I hope Inshallah to leave Simla on the 26th April. Post Office here might be asked specially to see that I get these papers in time,

Papers of :—

Thursday the 25th } to meet me at Nagpur on the 28th through  
& Saturday the 27th } a peon.

My telegraphic address upto the 19th April inclusive would be care Stationmaster, Aligarh, and thereafter Hotel Cecil, Simla.

If there is any change I shall wire.

(Intd.) A. H.

16-4-35.

### 13.

*Dated 26th Khurdad 1344 F.*

The following S.P.T. appointments are made *vice* Mr. S. A. Bhogle, 1st grade clerk retired with effect from 17th Khurdad 1344F. : -

1. Mr. Mohd. Sayeed Khan, B.A., S.P.T. 1st grade.
2. „ Ramchanderiah, S.P.T. 2nd grade holding temporary loans vacancy *vice* Mr. Mohd. Sayeed Khan.
3. „ Mohd. Abdul Kadir, acting 2nd grade in the leave silsila of Mr. Narsimachari *vice* Mr. Ramchandriah.
4. „ Ram Rao. Khush Navis *vice* Mr. Abdul Kadir (leave vacancy).
5. „ Lakshminarayan, temporary 3rd grade appointed as S.P.T. 3rd grade in this silsila.
6. „ Syed Zainulabeddin holding temporary vacancy for one year is shifted to the vacancy hitherto held by Mr. Lakshminarayan.
7. „ D. S. Parakh recognised probationer appointed on the temporary post vacated by Mr. Zainulabuddin.
8. „ C. S. Bohgle a candidate in the waiting list is brought in the recognised list in place of Mr. Parakh.

The above arrangements will take effect from the date of vacancy.

By order of H.F.M.

(Intd.) V. M. D.

### 14.

*Dated 23rd May 1935.*

As at present advised I am leaving this for Ooty under orders on Saturday morning, the 25th at 7 a.m. from Kachiguda and hope to be back by the evening of Sunday, the 2nd June, Inshallah.

, of Saturday the 25th, Sunday the 26th, and Monday the 27th,  
sent to me.

*care* POSTMASTER,  
OOTACAMUND (*Nilgiris*).

ose of Tuesday the 28th, and Thursday the 30th May.

*care* SIR MIRZA ISMAIL, *Kt. C.I.E., O.B.E.,*  
DEWAN OF MYSORE,  
BANGALORE.

o await arrival.)

, of Saturday, the 1st June, should be sent with a peon to meet  
hboobnagar on the afternoon of the 2nd June.

legraphic address at Ooty is :—

to 30th May      DUNK'S HOUSE, OOTACAMUND  
(*Nilgiris*).

and 1st June.      *care* SIR MIRZA ISMAIL,  
BANGALORE.

(Intd.) A. H.  
23-5-35.  
17-8-44 *F.*

15.

*Dated 29th Thir 44 F.*

present advised I am leaving for Bombay this evening and  
turn on Friday morning the, 7th June, Inshallah.

I be taking with me today's papers, and papers of tomorrow  
sent by a peon to meet me at Poona Station after noon of  
, the 6th June.

legraphic address will be :—

*care* TYABJEE,  
BOMBAY.

(Intd.) A. H.  
4-6-35.

16.

*Dated 6-9-44 F.*

present advised I propose leaving for Bombay tomorrow even-  
(June) to attend a meeting of the Shahabad Cement Company,  
to be back on the morning of Sunday, the 16th Inshallah.

I presume there will be no papers as Thursday and Friday are holidays and Saturday's papers might be sent to my bungalow as usual.

My telegraphic address will be :—

*care* TYABJEE,  
BOMBAY.

(Intd.) A. II.  
12-6-35.

17.

*Dated* 6-9-1344 *F.*

In the Guzarishes that are received from other Departments, I notice that in some Seghas No. and date is given at the beginning of the opinion which the Finance Department records in other Seghas no mention is made. A uniformity of practice is necessary. In all Guzarishes, immediately above the Finance Department opinion the date and number should be shown so that in further discussions the opinion of the Finance Department may be referred to precisely this date and number will be the same as that of the covering letter with which the Guzaish is to be returned.

(Intd.) F. Y. J.  
6-9-44 *F.*

18.

1344 *F.*

For Hon'ble the Finance Member Room and the Finance Secretary's room the Jamadar or the head of the peons in attendance should be made responsible to set time right the first thing they come in the morning. If the clocks are not working properly they should report to caretaker.

With reference to the Gazetted Officers their Peshi peons should see to it.

With reference to clocks in establishment rooms it should be the duty of Daftaries.

(Intd.) F. Y. J.  
19-8-44 *F.*

*F. S.*

Will you kindly issue orders that the Daily Reports which are submitted to me should be typed in double spacings and not single spacing ?

(Intd.) A. H.  
3-8-44 *F.*

(Intd.) F. Y. J.  
3-8-44 *F.*

As per Office Order No. 5, of 1344 F. in view of F. S.'s orders dated the 23rd Amardad 1344 F. all Seghas are requested to send their statements of sanctions and commitments in excess of Budget for the month of Thir 1344 F. and previous months, if not already supplied. It may be noted that each statement should show the progressive figures upto the end of the month and, therefore, the Thir statement should show the progressive figures upto the end of Thir.

(Intd.) V. M. D.

23-9-44 F.

19.

*Dated the 31st Amardad 1344 F.*

Mr. Rama Rao Khushnavis holding officiating 2nd grade in the leave arrangement of Mr. Narsima Chari, is appointed in the 2nd grade vacancy caused by the demise of Mr. Victor Collins, Typist. This will take effect from the date of vacancy.

By order of H.F.M.

(Sd) V. M. DATAR.

*Deputy Financial Secretary.*

20.

*Dated 25th Shahrewar 1344 F.*

All Seghas may kindly note that the Finance Department circular No. 13 of 20th Bahman 1344 F. requires the proposals for condonation of periods below one month for grade increments under Art. 96 H.C.S.R. (which power is enjoyed by the Hon'ble the Finance Member) to come up to the Finance Department within one year of such period of service. Now it has been ruled under orders of the Hon'ble the Finance Member dated 17th Shahrewar 1344 F. that all future cases would be governed by the Circular, but the old cases would be considered by the Finance Department only if they are received in the Finance Department within one year of the issue of the said circular.

(Intd.) V. M. D.

*Deputy Financial Secretary.*

25-10-44 F.

As kindly permitted by H.F.M. I shall be leaving Hyderabad on the evening of Tuesday and shall be back (God willing) on the morning of Saturday.

Thus, there will be two days' work that will be waiting work that had to come up on the evening of Tuesday and on the evening of Thursday. Cases which can be disposed of by G. O's will, as usual, be disposed of by them after submitting a report. Cases which must go to H.F.M. may be submitted direct. Cases which are not necessary to be submitted to H.F.M. but must come to me may wait till I return.

My address in Bombay is :—

HOTEL MAJESTIC,

**BOMBAY.**

(Intd.) F. Y. J.

12-11-44 F.

## 21.

*Dated 13th Meher 1344 F.*

In view of the difficulty experienced in the recent budget discussion it is put down for guidance of all Finance Office Seghas, that usually they should not agree to a Scheme unless the Department concerned definitely points out provision. We should as far as possible avoid agreeing to too many schemes leaving it to the Departments to select whichever of them they consider necessary to be enforced, subject to the condition of their not over stepping their aggregate grant

(Intd.) F. Y. J.  
12-11-44 F.

## 22.

*Dated 28-11-44 F.*

As at present advised I propose leaving this for Bombay tomorrow afternoon the 5th September to attend the Informal Committee of Ministers and hope to be back on Monday morning the 9th September Inshallah.

Papers of Saturday might be sent to meet me at Poona on the 8th afternoon which I shall be passing at 5-30 p.m.

My telegraphic address will be : —

care TYABJEL,  
BOMBAY.

(Intd.) A. H.  
1-9-1935.

## 23.

No. 23.

*Dated 16-12-44 F.*

When files grow in size, as the paper used is rather flimsy, the papers included in the file get torn and come out of the file. I believe an Office Order existed that circular cardboard discs must be kept at the two ends of a file so that the thread may not cut the paper. This practice should be revived.

(Intd.) F. Y. J.  
13-12-44 F.

## OFFICE ORDERS 1345 F.

### 1.

*Dated 15-1-1345 F.*

As at present advised, I propose leaving this on the afternoon of Wednesday the 23rd October for Bombay to attend a meeting of the Shahabad Cement Company, on the 24th instant, and from thence to Dehra Dun *via* Delhi, the same day, to attend the formal opening of the Doon School, Dehra Dun, at the invitation of H.E. the Viceroy, and hope to be back by the 31st October or 1st November.

Papers of Thursday, the 24th October, which is the only working day till Tuesday, the 29th, should be sent.

*care* M. S. A. HYDARI, ESQR., C.I.E., I.C.S.,  
5, York Road,  
NEW DELHI.

If there are any other papers during the holidays up to the 26th, they might also be sent to the above address.

I shall wire further instructions re: papers after the 26th from Delhi.

19-10-35.

(Intd.) A. H.

### 2.

*Dated 1-2-45 F.*

*To all the G. Os.*

Your attention is drawn to office orders No. 2 dated 21-2-43 F. and No. 5 dated 14-3-44 F. in which all the Seghas were required to send to the Budget Section regularly by the 3rd of every month a monthly statement of sanctions issued and commitments made by the F.D. in Excess of Budget Provision. It is much regretted that since Shahrewar last none of the Seghas have complied with the Office Orders.

As the F.S. wants a report in this connection all the Seghas are required to send within two days all their statements due upto Azar 1345 F. and in future arrangements may kindly be made to send them regularly by the 3rd of every month as they are to be submitted to F.S. for information. The statements should be prepared on the prescribed form and should have all the entries filled.

(Sd.) V. M. DATAR,  
1-2-1345 F.



## 3.

*Dated the 9th June 1935.*

As at present advised I am leaving for Bombay tomorrow afternoon, the 10th November, to attend a meeting of the Shahabad Cement Company, and also to celebrate my son Iqbal's wedding, and hope to return on the morning of Monday, the 18th November Inshallah.

Papers of Wednesday, the 13th Thursday, the 14th. and Saturday, the 16th may be sent to me by a peon on Saturday evening to meet me on Sunday morning the 17th in Bombay.

My Telegraphic address will be :—

care TYABJE,  
BOMBAY.

(Intd.) A. H.  
9-11-35.

## 4.

*Dated the 14th Dai 1345 F.*

Appointments in the vacancies are made as follows :

- (1) Mr. Syed Chand to officiate in the 2nd Grade leave arrangement of Mr. Narsimhachari. For the period Mr. Syed Chand was on leave Mr. Syed Abdul Wahab will officiate in the 2nd Grade.
- (2) Messrs. Satayanarayan, Temporary clerk and H. J. Morris, Temporary Typist are appointed as S.P.T. 3rd Grades in the vacancies caused by
  - (1) Transfer of Mr. Azizuddin Ahmed to Excise Department.
  - (2) Promotion of Mr. Rama Rao Khushanwis to 2nd Grade.
- (3) Mr. Digambar Rao Matric and Syed Baqer Hussam Typist are appointed on the Temporary posts hitherto held by Messrs. Satayanarayan and Morris.
- (4) Mr. Digambar Rao is posted to Adalat Branch *vice* Mr. Azizuddin Ahmed while Mr. Baqer Hussam will work in Mines Branch *vice* late Mr. Victor Collins.

The above appointments will take effect from the date of H.F.M.'s orders, i.e., 10th Dai 1345 Fash.

(Intd.) V. M. D.  
14-2-45 F.

## آفس آرڈر (نشان ۵)

مورخہ ۲۰ - دے سہ ۱۳۴۵ ف

(تجویز مندرجہ مثل فینانس نشان ۴ صیغہ حساب سہ ۱۳۴۴ ف)

بضمن منتقلی صیغہ وظیفہ دفتر ہذا بدقتصر صدر محاسبی یہ ظاہر ہوا کہ ہزار ہا منفصلہ امثلہ شاخدار کے بروقت تہذیب نہ دینے سے داخل بہ صدر محافظی نہیں ہوئیں - لہذا مددگار صاحبان دفتر ہذا کی توجہ معطوف کرائی جاتی ہے کہ وہ بذریعہ مستظم صاحبان صیغہ اس امر کی نگرانی فرمائیں کہ شاخدار صاحب غیر چالو امثلہ کا ذخیرہ جمع کرنے نہ پائیں اگر سال میں یک یا دو مرتبہ اس کا اطمینان فرمایا جایا کرے تو کافی کفالت ہوگی کہ غیر ضروری امثلہ جمع نہیں رہیں گی فقط

حسب تجویز عالی جناب نواب معتمد صاحب بہادر فینانس

شرح دستخط

جناب وینکٹ راؤ داتار صاحب

نائب معتمد فینانس

*Extract from Fouj Branch.*

G. Os. and superintendents will please bear in mind that they have a reputation to maintain and prevent the impression that things may be found in a state of drift, in the F.D. for undue detention of cases the Superintendent of a Segha is primarily responsible and may be sternly held to account. It is the duty of a G.O. to see that the Superintendent performs his duties of general control in an adequate manner and must exert pressure if cases of slackness come to his notice. Further he may find it a good incentive to guide work if he gives verbal instructions when he feels they will be useful. This case was not of the type which should have attracted personal attention of A.S.

This note may be circulated for information to all Seghas.

(Intd.) F. Y. J.

22-3-45 F.

*Dated 29th Isfandar 1345 F.*

In cases where the opinion of any Department has been called for on any Financial Publication and the printing of the same is being delayed in awaiting their reply, it would be better always to tell the Department concerned that if reply is not received by such and such a date, the publication would be printed as it stands.

By order of H.F.M.

(Sd.) V. M. DATAR,  
*Deputy Financial Secretary.*

7.

*Dated 1-5-1345 F.*

1. The three 3rd grade S.P.T. clerks, Messrs. K. Sundaram, School Final, Laxminarayan, School Final and Steno-typist and Satyanarayana B.A. are confirmed *vice* (1) Mr. Ram Rao, (promoted to 2nd grade) (2) Mr. Abdus Samed Khan, retired, and (3) Mr. Ata-ur-Rahman, deceased.

2. Messrs. Syed Zamulabuddin, M.A., L.L.B. and Syed Mohd. Mehdi B.A. temporary 3rd grades are shifted to the S.P.T. vacancies of Messrs. Laxminarayan and Satyanarayana.

3. The period of the 6 temporary appointments (4 created for report work, and 2 for Atiyat Branch) which are held by the following :—

1. Mr. S. Jaya Rao, B.A.
2. „ Shaikh Mohiuddin, School Final.
3. „ C. Aga Reddy, B.A., LL.B.
4. „ D. S. Parckh, School Final.
5. „ Syed Mahfuzuddin, Matric.
6. „ Digambar Rao., Matric.

is extended by another year.

4. Messrs. Mohiuddin Ahmed, B.A. and Shaikh Mahmood, Recognised Probationers are appointed in the vacancies hitherto held by Messrs. Syed Zainulabuddin and Syed Md. Mehdi.

5. Mr. Jai Rao holding the temporary appointment is shifted in the vacancy of Mr. Md. Abdul Ali promoted to a temporary post of 100 and Mr. Khaja Mohiuddin, recognised probationer appointed *vice* Mr. Jai Rao.

6. The postings are made as follows :—

1. Mr. Mohiuddin Ahmed to Adalat Branch.
2. „ Shaikh Mahmood to P.W. Branch.
3. „ Khaja Mohiuddin to Fouj Branch.

By order of H.F.M.

(Intd.) V.M.D.

*Dated 11-5-1945 F.*

1. Mr. Murlidher, S.P.T. 3rd grade is confirmed *vice* Mr. Rashiduddin Ahmed, deceased

2. Messrs. Shaikh Mohiuddin, School Final, C. Aga Reddy, B.A., LL.B., D. S. Parekh, School Final, holding temporary 3rd grade appointments are shifted to the 3 S.P.T. third grade vacancies of (a) Mr. Murlidhar, confirmed, (b) Mr. G. M. Quraishi and (c) Mr. Satyanarayan, proceeding for training in Accounts.

3. Messrs. Zahiruddin, M. A., Mahmood Mirza, B.A. and M. S. Naidu, School Final are appointed on the above three temporary 3rd grade vacancies.

4. The 2nd grade post of Mr. Joseph Paul is reduced as the Administration Report work is being transferred to the Information Bureau.

5. The postings are made as follows :—

(a) Mr. Abdur Razack who was doing the Administration Report work, to English Branch.

(b) Mr. Laxminarayan *vice* Mr. Joseph Paul for Stationery work.

(c) Mr. Zahiruddin to Atiyat Branch.

(d) Messrs. Mahmood Mirza and M. S. Naidu to the Accounts Branch.

The appointments and posting *vice* late Mr. Rashiduddin Ahmed will take effect from the date of H.F.M.'s. Orders, i.e., 10-5-45F., while the other appointments will take effect from the date Messrs. G. M. Quraishi and Satyanarayan proceed for training, and the posting of Mr. Abdur Razack to English Branch, will take place from the date the relevant papers of the Administration Report work are transferred to the Information Bureau.

By order of H.F.M.

(Intd.) V. M. D.,  
*Deputy Financial Secretary.*

*Dated 25-5-45 F.*

As at present advised I propose to leave this for Bombay to attend the Shahabad Cement Company meeting tomorrow the 27th February by the Madras Express and hope to be back on the afternoon of Sunday, the 1st March Inshallah.

Papers of Saturday may kindly be sent to meet me at Wadi on Sunday at 11 a.m.

My telegraphic address in Bombay will be :—

c/o TYABJEE,  
BOMBAY.

اعلیٰ حضرت بندگان عالی متعالی مد ظلہ العالی

مورثہ ۲- ذیحجہ الحرام ۱۳۵۲ھ

بخدمت شریف جناب مولوی سید محمد مہدی صاحب معتمد باب حکومت

سرکار عالی

آپ کو تحریر کرنے کے لئے سرکار کا جو حکم ہوا ہے وہ حسب ذیل ہے :-

”۹- ذیحجہ سے تا ۲۹- ذیحجہ کوئی عرضداشت دیوانی کی پیش نہ کہ

سواری دہلی جا رہی ہے - البتہ اشد ضروری معاملات اس سے مستثنیٰ ہیں -

معمولی معاملات بعد ختم ایام عرہ ۱۵- محرم کو پیش ہوں فقط

شرح دستخط

نواب کاظم یار جمگ بہادر

چیف سکریٹری

”نقل مطابق اصل“

معتمد

10

Dated 30-5-1345 F.

As at present advised I propose leaving for Delhi on Saturday, the 7th March by the Grand Trunk, and shall be staying there during His Exalted Highness' sojourn.

All papers should be sent to me from day to day to the following address :—

NIZAM'S GOVERNMENT GUEST HOUSE,

ASOKA ROAD,

NEW DELHI.

My telegraphic address will be :—

NIZAM'S GUEST HOUSE,

ASOKA ROAD,

NEW DELHI.

My stay will probably be for 10 or 12 days, but I shall send further instructions from Delhi.

(Intd.) A. H.

3-3-1936.

*Dated 7-7-45 F.*

As at present advised I propose leaving for Bombay on Monday afternoon, the 13th April. to attend a meeting of the Shahabad Cement Company and also to meet the incoming and outgoing Viceroys. I hope to be back in Hyderabad on Monday, the 20th.

All papers should be sent to me from day to day by post including those of Thursday, the 16th April. As to the papers of Saturday and Sunday, (18th and 19th) I shall give instructions by wire.

My address will be .—

*care* CAMAR S. TYABJI, ESQR.,

NEPEAN HOUSE,

*Nepean Road, Malabar Hill,*

*BOMBAY.*

and my telegraphic address :—

*care* TYABJI,

*BOMBAY.*

*Dated 14th Khurdad 1345 F.*

1. As agreed to in the G. O.'s Committee held on 10-7-45 Fasli the following methods will in future be followed for the payment of Bus hire to the establishment of the F. O. for overstayals after Office hours and for attending office during the holidays.

2. The various Seghas will have the following allotments for the whole year :—

|                       | Rs. |                             | Rs. |
|-----------------------|-----|-----------------------------|-----|
| 1. English Branch ..  | 90  | 9. Fouj Branch ..           | 70  |
| 2. Typing Section ..  | 90  | 10. C. & I. Branch ..       | 70  |
| 3. Misc. Branch ..    | 70  | 11. Railway Branch ..       | 50  |
| 4. Accounts Branch .. | 90  | 12. Railway Shares Br. ..   | 20  |
| 5. P. W. Branch ..    | 60  | 13. Mines Branch ..         | 20  |
| 6. Atiyat Branch ..   | 60  | 14. Peshi Branch ..         | 10  |
| 7. Mal Branch ..      | 70  | 15. Cycle hire to peons for |     |
| 8. Adalat Branch ..   | 100 | delivery of letters...      | 50  |
|                       |     | 16. Special conveyance      |     |
|                       |     | ordered by F. S. ..         | 100 |

3. The G. O.'s in charge of the Seghas will kindly see that the total amount of Bus hire sanctioned for their Seghas does not exceed the amount allotted for their Seghas during the whole year.

4. No conveyance allowance will be given to any clerk for clearing any arrears accumulated with him.

5. The bus hire ranges from one anna to 3 annas. It should not be recommended at a flat rate of As. 3 but according to the actual bus hire from F. O. to the bus station nearest to the clerk's residence.

6. No jatka hire or motor hire will be passed by the Accounts Branch unless countersigned by the F. S. except in the case of shroff and the Budget Section clerks in which cases actual hire will be paid.

7. No cycle hire will be paid to any peon who has a Government cycle or can obtain a Government cycle from another peon. This will be certified by the care-taker.

8. No bus hire will be passed by the Accounts Branch unless submitted on the prescribed form and has all the entries complete.

*Note :—*These arrangements will take effect from 10-7-45 Fasli. As half the year is already over, the allotment in para 2 above, for the Seghas, will be only half for the remaining portion of the year.

(Intd.) C. CORNELIUS,

*Asst. Financial Secretary.*

## 13

While communicating amendments to H.C.S.R. the Clerk concerned would be responsible (and must certify this on the letter that he issues to A. G.) for posting the corrections in H.F.M.'s and F.S.'s Book of H.C.S.R.

(Intd.) F. Y. J.

18-7-45 F.

*Financial Secretary.*

## 14

*Dated 21-7-45 F.*

File No. 9 Intezami A/c Branch 1345 F.

Messrs. Gangadhar Rao, B.A., LL.B., Md. Ghouse, B.A., and Sahibzada Mir Mohamed Ali, B.A., are taken on the waiting list and attached to English Branch, Atiyat Branch, and P.W. Branch, respectively for a period of 3 months. If after this trial they are found suitable they may be brought on to the list of recognised probationers if report of their work from the G.O.'s concerned is favourable.

The following 5 candidates in the waiting list are brought on to the list of recognised probationers.

1. Mr. Abdus Salam, (Matric).
2. „ Kunj Bihari Lal (Matric).
3. „ B. T. Nanal (Matric & Steno-typist).
4. „ Hari Har Rao (Typist).
5. „ Yusuffuddin (Typist).

The following probationers who are working in F.O. since about a year are taken on the waiting list —

1. Mr. Sreenivas Rao (School Final & Typist).
2. „ Yakoob Khan (Matric).
3. „ Muzzaffar Hussain Khan (School Final).
4. „ Razack Baig (Matric).

In future probationers for Typist appointments will also be required to be atleast matriculates.

By order of H.F.M.

(Intd.) C. CORNELIUS.

## 15

*Dated 31-7-45 F.*

As at present advised I propose leaving this tomorrow afternoon, the 6th May to attend a meeting of the Shahabad Cement Company and hope to be back on Thursday morning, the 14th May.

All papers should be sent to me from day to day to the following address. -

care CAMAR S. TYABJI, Esqr.,

NEPEAN HOUSE,

*Nepean Road, Malabar Hill,*

**BOMBAY.**



Papers of Monday and Tuesday might be sent to me by peon to meet me at Bombay on Wednesday, the 13th morning.

My telegraphic address will be :—

*care* TYABJI,

**BOMBAY.**

(Intd.) A. H.

5-5-1936.

### 15—A.

In continuation of my office order dated the 5th May 1936, as I hope to leave Bombay on Saturday afternoon, the papers of Thursday may be sent by a peon to meet me at Poona on Saturday, the 9th May 1936 at 5-30 p.m.

(Intd.) A. H.

6-5-36.

### 16

*Dated 11th Thir 1345 F.*

As at present advised I propose leaving for Madras otherwise than on duty this evening (16th) and hope to be back by Wednesday morning the 20th or 21st.

I shall wire later as to when and where papers should be sent to meet me.

16-5-36.

(Intd.) A. H.

### 17

*Dated 20th Thir 1345 F.*

As at present advised I propose leaving for Bombay tomorrow afternoon, the 24th May, to attend an important meeting of the Shahabad Cement Company and also to discuss constitutional matters I hope to return to Hyderabad by the 30th or 31st May Inshallah.

All papers should be sent to me by post day to day to the following address :—

*care* CAMAR S. TYABJI, ESQR.,

NEPEAN HOUSE,

*Nepean Road, Malabar Hill,*

**BOMBAY.**

My telegraphic address will be :—

*care* TYABJI,

**BOMBAY.**

I shall inform by wire when and where papers of Thursday the 28th should be sent to meet me.

23-5-36.

18-8-45.

(Intd.) A. H.

*Dated 1-9-45 F.*

Due to the reversion of Mr. Syed Sharfuddin from stationery Department to Finance Office the following reversions and consequent arrangements take place.

Mr. Ramchandarraia 2nd grade S.P.T. is shifted to the 2nd grade temporary (loans work vacancy) and Mr. Md. Abdul Qadir, in the loans work vacancy reverts to his substantive 3rd grade appointment.

Mr. D. S. Parakh in 3rd grade S.P.T. is shifted to 3rd grade temporary and Mr. M. S. Naidu in the last 3rd grade temporary appointment will revert to recognised probationership.

Mr. Syed Sharfuddin will join Accounts Branch *vice* Mr. M. S. Naidu, reverting.

This will take effect from 18th Thir 1345 Fash on which date Mr. Syed Sharfuddin reverted to Finance Office.

(Intd.) M. LIAKATULLA,  
*Acting Finance Secretary.*  
1-9-45 F.

*Dated 12-7-45 F.*

As at present advised I propose leaving Hyderabad for Bombay tomorrow afternoon, the 18th June, to attend a meeting of the Shahabad Cement Co., and hope to be back on Sunday morning the 21st or Monday the 22nd June.

Papers of Friday, the 19th (if there are any) and of Saturday, the 20th should be sent to meet me in Bombay on Sunday morning, the 21st, if I am coming on Monday morning, which I shall intimate by wire.

My telegraphic address will be :—

NEPEAN HOUSE,  
*Nepean Road, Malabar Hill,*  
BOMBAY.

27-6-36.  
2-9-45.

(Intd.) A. H.

*Dated 16-9-45 F.*

The following applicants have been taken in the waiting list for Clerkship :—

1. Mr. P. Govind Rao, B.A.
2. „ Syed Kazim Hussain, B.A.
3. „ Md. Abdul Gaffar, B.A.
4. „ Ehsan-ul-Haq, Matric.
5. „ Maslahuddin, Matric.

Mr. Muniruddin, Matric and Typist is taken into the waiting list as a candidate for Typist probationership.

The F.O. is not committed to give appointments to candidates in the waiting list, but when their work is found satisfactory and there is a vacancy in the recognised probationers list, they are drafted into it.

By order of H.F.M.

(Sd.) C. CORNELIUS,

*Asst. Secretary.*

21

*Dated 9th Shehrewar 1345 F.*

As at present advised I propose leaving for Bombay tomorrow afternoon, the 16th July, to attend a meeting of the Shahabad Cement Company and also to see the Imperial Bank people. I hope to return on Sunday afternoon, the 19th instant.

Papers of Saturday might be sent to meet me at Wadi on Sunday at about 11.

My telegraphic address will be :—

*care* TYABJI,

*BOMBAY.*

(Intd.) A. II.

9-10-45 F.

22

Mal Branch File No. 21/13 of 44 F.

According to the latest budgetary arrangements of Walashan Princes sanctioned by His Exalted Highness, block grants have been made for every item of expenditure for Walashan Princes' tours, motor cars, maintenance of buildings, etc., and Government has withdrawn its responsibility to any extra expenditure incurred by the Princes. Hence if any bill or requisition for payment is received by any Segha in connection with Walashan Princes' tours or any other item of expenditure, it may be kindly referred to *Mal Branch* before its settlement. All Segha are requested kindly to note and act accordingly in future.

By order of Rt. H.F.M.

(Intd.) M. LIAKATULLA.

*Acting Finance Secretary.*

11-10-45 F.

67

23

*Dated 5-11-1345 F.*

As at present advised I propose leaving Hyderabad for Madras tomorrow afternoon, the 12th August, otherwise than on duty and hope to be back by Tuesday morning the 18th August Inshallah.

Papers of Thursday and Saturday (13th and 15th August) should be sent by a Peon to meet me in Madras on the morning of Monday, the 17th. Papers of Sunday, the 16th should be sent by a peon to meet me at Bezwada on the evening of the 17th (Monday).

My telegraphic address will be :—

*care BEST,  
MADRAS.*

11-8 1936.  
5-11-1345 F.

(Intd.) A. H.

24

*Dated 12th Mehir 1345 F.*

Messrs. Gangadhar Rao, B.A., LL.B., and Md. Ghouse, B.A., candidates in the waiting list are taken into the list of recognised Probationers.

By order of H.F.M.  
(Intd.) C. CORNELIUS,  
*Assistant Secretary.*

25

As at present advised I propose leaving this for Simla tomorrow evening by the Grand Trunk Express and hope to be back by the 12th or the 13th September Inshallah.

All papers upto and including the 5th September should be sent to me by post day to day to the following address :—

*care HOTEL CECIL,  
SIMLA.*

I shall wire instructions from Simla for papers after the 5th September 1936.

(Intd.) A. H.  
22-11-1345 F.

68

26

*Dated 3rd Aban 1345 F.*

I have obtained permission to be absent from headquarters on Wednesday, Thursday and Friday the 9th, 10th and 11th September respectively. I shall be at Poona from Wednesday morning till Friday afternoon.

My address would be :—

*c/o NATURE CURE CLINIC,*

*6, TONIWALA ROAD,*

*POONA.1.*

With reference to the work of Tuesday, a peon may accompany me as far as Wadi. Thursday work will be disposed of by me on Saturday.

(Intd.) F. Y. J.  
8-12-45 F.

27

*Dated 9-12-45 F.*

F. No. 1/2 PART II OF 45 F.

I. The following appointments are made *vice* Mr. Syed Safiulla Hussami who has proceeded on long leave preparatory to retirement.

1. Mr. Ghulam Jeelani at present acting in 1st grade post *vice* Mr. Gopal Rao on leave to act in the 1st grade post *vice* Mr. Syed Safiulla Hussami.
2. „ Md. Ghouse Mohruddin to act in 1st grade post *vice* Mr. Gopal Rao on leave.
3. „ Md. Abdul Qadir to act in 2nd grade post *vice* No. 1.
4. „ M. S. Naidu to act in 3rd grade post *vice* No. 3.

II. The postings are as follows :—

1. „ Ghulam Jeelani to Atiyat Branch.
2. „ Syed Ghiasuddin Hasan Shastari to hold charge of the Fouj Branch till the return of Mr. Gopal Rao, from leave.
3. „ M. S. Naidu to Fouj Branch.
4. „ Shaikh Mahmood Khushanwis, P. W. Branch is exchanged with Mr. Jaya Rao of Atiyat Branch. The exchange to be given effect to from 1-1-46 F.

The appointments will take effect from date of H. F. M.'s orders  
1-12-45 F.

(Intd.) F. Y. J.  
10-12-45 F.

As at present advised I propose leaving this for Bombay on the afternoon of Thursday, the 24th September by the Madras Express to preside over the States' Ministers' meeting to be held on the 25th September and hope to be back on the 2nd or 3rd October Inshallah.

All papers should be sent by post day to day to the following address:—

*care* CAMAR S. TYABJEE, ESQR.,

NEPEAN HOUSE,

*Nepean Road, Malabar Hill,*

*BOMBAY.*

My telegraphic address will be :—

*care* TYABJEE,

*BOMBAY.*

22-9-1936.

17-12-1945 F.

(Intd.) A. H.









7

8

9

10